PROTEXT

VERSION 5

Tutorial Guide

PROTEXT

Version 5

TUTORIAL GUIDE

IBM PC XT/AT, PS/2 and Compatibles
Atari ST and TT
Commodore Amiga
Acorn Archimedes

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Protext version 4.3

This tutorial guide has been written to cover Protext version 5.0. However, the majority of the content applies also to v4.3 and the guide can be used with this version. The table of contents indicates which sections refer to features present only in v5.0. There may be minor differences in other sections.

This software may only be used by one person at a time. It must not be loaded or installed into more than one machine at any one location. If it is required on two machines then two copies must be purchased. It is, however, perfectly acceptable for the owner of the program to use it at home and at work, but not for someone else to use it at home while the owner is at work.

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1. Introduction

This manual does not teach you everything there is to know about Protext. In fact, it tells you only about a small percentage of Protext's features and should be read in conjunction with the main manual. It's object is to introduce both users of earlier versions of Protext and those who are completely new to Protext to using Protext with a mouse and the menu system.

NOTE: It is assumed that you have already installed Protext for your computer. If you haven't yet done so, then read the appropriate "Getting Started" chapter in the main manual for your computer and complete the installation before proceeding further with this manual.

Before commencing with the tutorial, it must be stressed that whilst this version provides enhanced mouse control and an extensive menu structure, the original command structure and keyboard control used by earlier versions remains, with enhancements, and those who prefer not to use a mouse or the menus do not need to do so. Full details of the special Protext editing keystrokes and commands may be found in the main manual.

Many people prefer to use mouse and menu driven programs, but even users who generally prefer to use the keyboard may find some tasks are more efficiently carried out under mouse and menu control.

PC: *It is not essential to have a mouse in order to access the menus as all menu options may be selected by keystrokes alone, but a mouse makes it a lot quicker and easier. Similarly, a mouse makes the marking of blocks more convenient.*

It should be noted that the menus contain details of the equivalent keystroke commands, where relevant, to the right of the option. Users may choose to experiment with both methods and use which they find most convenient.

Help

The menu system includes a menu called **Help** which contains entries for a variety of subjects. Any of these subjects may be called up at any time by selecting them from the **Help** menu.

2. Mouse Control and Menu Structure

This chapter discusses the methods used to carry out tasks with the mouse in different situations and the general structure of the menus.

The Mouse Pointer

The mouse pointer takes the form of an arrow in normal use and may be moved around the full screen by moving the mouse.

PC *The mouse pointer takes the form of a non-flashing block in text modes.*

Mouse Buttons

Certain areas of the screen serve special purposes when using the mouse and, when clicked on, perform different tasks.

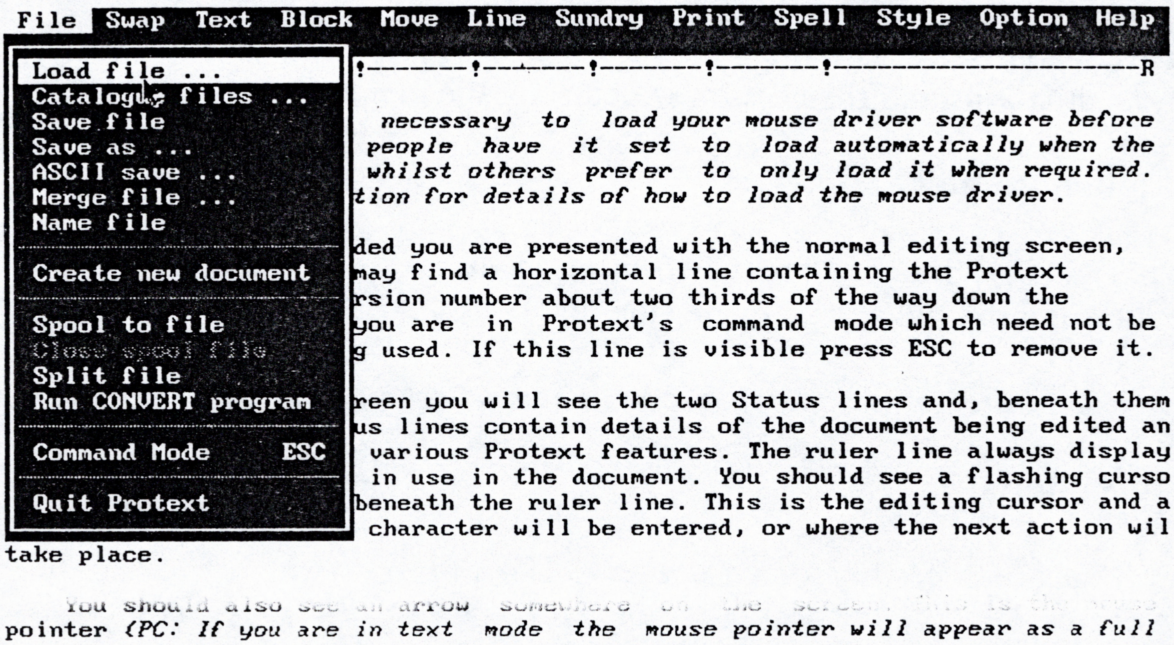
The right button always selects, or de-selects, the menu line, whilst the left mouse button does different things in different situations. If your mouse has three buttons, the centre button has no purpose in Protext.

Clicking is the process of pressing the button once. **Double clicking** consists of pressing the button twice in rapid succession. **Dragging** involves pressing the mouse button and moving the mouse pointer whilst holding the button down, then releasing the button when the task is completed.

Menu Selection

The menu bar is only visible when specifically selected by one of the following methods.

a).	*(not Amiga)*	*By pressing F3. Pressing F3 a second time toggles the menu line off again.*
b).	*PC/Archimedes/ST*	*By clicking the right mouse button at any time. Clicking a second time removes the menu line.*
	Amiga	*By holding down the right mouse button. Releasing the button removes the menu line.*


File
Swap
Text
Block
Move
Line
Sundry
Print
Spell
Style
Option
Help
Load file ...
Catalogue files ...
Save file
Save as ...
ASCII save ...
Merge file ...
Name file
Create new document
Spool to file
Close spool file
Split file
Run CONVERT program
Command Mode ESC
Quit Protext
!-------!-------!-------!-------!--------------------R

```
 necessary  to  load your mouse driver software before
people  have  it  set  to  load automatically when the
whilst others  prefer  to  only load it when required.
tion for details of how to load the mouse driver.

ded you are presented with the normal editing screen,
may find a horizontal line containing the Protext
rsion number about two thirds of the way down the
you are  in  Protext's  command  mode which need not be
g used. If this line is visible press ESC to remove it.

reen you will see the two Status lines and, beneath them
us lines contain details of the document being edited an
 various Protext features. The ruler line always display
 in use in the document. You should see a flashing curso
beneath the ruler line. This is the editing cursor and a
 character will be entered, or where the next action wil
take place.

    You should also see an arrow  somewhere  on  the  screen. This is the mouse
pointer (PC: If you are in text  mode  the  mouse pointer will appear as a full
```

c). *PC/Archimedes*	*By positioning the mouse pointer on the top status line and clicking with the left mouse button.*
ST	*If the mouse pointer is on the top status line when the left mouse button is clicked, the GEM Desk menu is selected instead of the Protext menus. Selecting* **Quit** *from the Desk menu removes it.*
Amiga	*There is no equivalent.*

Once the menu bar has been made visible, the individual menus may be selected by moving the pointer onto the required menu heading. Once this is done, the appropriate menu drops down and the required option may be selected by moving the pointer over it and clicking with the left button (*Amiga: The right mouse button should be held down after the menu bar has been made visible. The appropriate menu and option should be selected by moving the pointer and releasing the button when the pointer is over the required option.*)

The Status Lines and Ruler Line

Each of the status lines and the ruler line react differently when the left mouse button is clicked with the mouse pointer on them.

Clicking on the lower status line scrolls the text a screen page towards the start of the document.

Double clicking and/or dragging on the ruler line inserts tab markers and changes margins for the current ruler line.

During text editing

When the mouse pointer is positioned anywhere in the text editing area, except for the bottom line, clicking the left button once will move the editing cursor to the mouse pointer position.

The bottom line serves a special purpose and clicking the left button whilst the pointer is on this line will scroll the text a screen page towards the end of the document.

Marking blocks whilst editing text

The mouse may also be used to mark blocks of text for a variety of editing purposes. The mouse pointer should be positioned at the start of the block, the left mouse button held down, the pointer dragged to the end of the block and the button released. Marked blocks may be unmarked by double clicking with the left mouse button.

3. Before You Start

The remaining chapters contain a number of separate tutorials covering different aspects of using Protext with the mouse and menus. In the course of them you will use many of the editing features of Protext but by no means all of its features. Its prime object is to explain the use of the mouse and pull down menus.

This manual does not describe the processes of using stored commands, mail merging, or contents/index generation at all and these points are covered in full in the main manual. The main manual also describes how to change configuration settings, printer drivers etc.

The first time a new process is encountered in this manual, it is explained in detail, but as the manual progresses it is assumed that you now know how to perform tasks which have already been described and full descriptions are not repeated. As a result, it is recommended that you work through the tutorials from the beginning. This may take some time but in the long run will speed up the learning process and by the end of the manual you should feel at ease with using a mouse and the menus.

Conventions used in the Tutorial Guide

All requests/prompts from Protext are shown in **bold** print. The word 'Press' is used to describe your action when entering a single keystroke and 'Key' when you have a number of characters to type in (often followed by pressing the RETURN key to confirm the entry).

4. Creating Your First Document

In this chapter we shall create a document and perform some simple editing tasks using the mouse and menus. This will introduce the principles of moving the cursor around, selecting menus and highlighting blocks of text for further manipulation.

NOTE: If you have already been experimenting with Protext it is recommended that you quit Protext and load it again, as described in the "Getting Started" chapter of the main manual.

Note for PC Users: *It is necessary to load your mouse driver software before Protext is loaded. Some people have it set to load automatically when the computer is switched on, whilst others prefer to only load it when required. See your mouse documentation for details of how to load the mouse driver.*

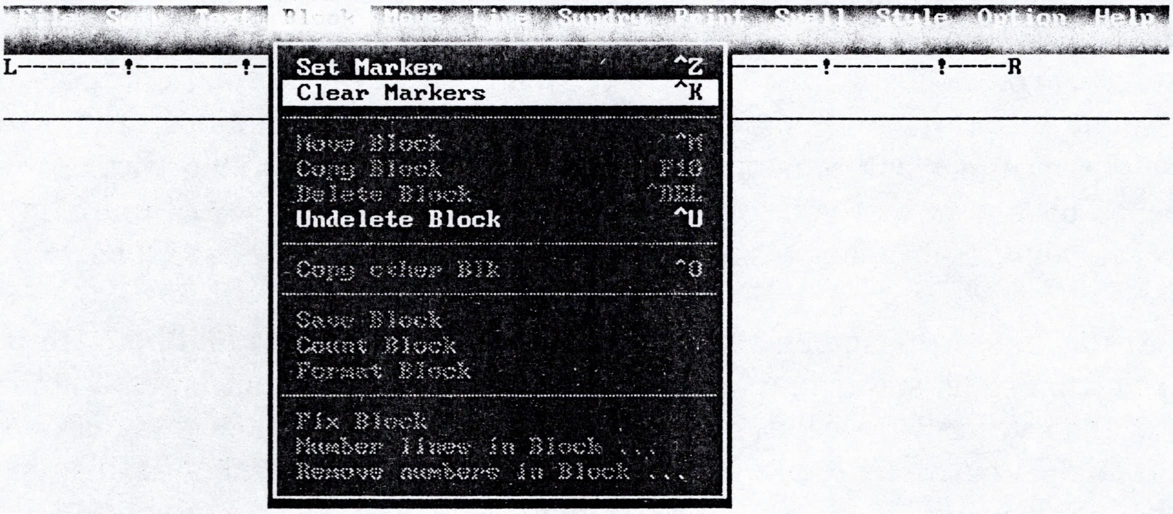
Once Protext has loaded you are presented with the normal editing screen, containing no text. You may find a horizontal line containing the Protext copyright message and version number about two thirds of the way down the screen. This shows that you are in Protext's command mode which need not be used when menus are being used. If this line is visible press ESC to remove it.

At the top of the screen you will see the two Status lines and beneath them, the ruler line. The status lines contain details of the document being edited and also of the settings for various Protext features. The ruler line always displays the ruler which is currently in use in the document. You should see a flashing cursor on the left of the line beneath the ruler line. This is the editing cursor and always indicates where the next character will be entered, or where the next action will take place.

You should also see an arrow somewhere on the screen. This is the mouse pointer *(PC: If you are in text mode the mouse pointer will appear as a full height, non-flashing, block symbol)*. If you can't see the mouse pointer, move the mouse slightly and it should appear (See "Configuration" in the main manual for details of how to configure the mouse pointer to be always visible if you prefer it that way). Move the mouse pointer around and you will see that it can be positioned anywhere on the screen.

Click the right mouse button (*Amiga: Depress and hold down the right mouse button, as normal practice.*) and the **Menu Bar** will appear at the top of the screen in place of the top status line. Move the mouse pointer up to the menu bar and you will find that a menu drops down as soon as the pointer highlights one of the menu options. Move the pointer to right and left and you will find that different menu boxes appear for each of the available options.

If you select the **Block** menu you will notice that some of the available options are shown faintly, whilst others are clearly shown. This is because Protext only makes available those options which are relevant at the time. In the case of the **Block** menu only a few of the options are available, as no block has yet been marked.


File Swap Text Block Move Line Sundry Print Spell Style Option Help
L--------!--------!-
--------!--------!-----R
Set Marker ^Z
Clear Markers ^K
Move Block ^M
Copy Block F10
Delete Block ^DEL
Undelete Block ^U
Copy other Blk ^O
Save Block
Count Block
Format Block
Fix Block
Number lines in Block ...
Remove numbers in Block ...

It is not possible to edit text whilst the menus are displayed and you will notice that the editing cursor has disappeared. Press the right mouse button once more (*Amiga: Just release the right button*), the menus will disappear and the editing cursor return. Alternatively, you can just click anywhere outside the menus to remove them.

Now you have seen what the menus look like we can get down to creating a document. Unlike some programs, Protext does not require you to name a document before you can start entering text, so you can start immediately.

Just type in some text and you will see it start to appear in the editing part of the screen at the cursor position. If you can't think of anything to write, copy two or three paragraphs from the manual. Whilst entering text you can make any corrections as you go by using the **Backspace** key (usually marked with a left arrow) to delete what you have already entered and re-enter it correctly. At the end of a line, just keep typing and Protext will automatically wrap the text round on to the next line when it reaches the end of the line indicated by the 'R' symbol on the ruler line.

When you wish to start a new paragraph you should press the RETURN key twice. The first press tells Protext that it is the end of the paragraph and the second one puts a blank line between paragraphs.

You can move around the text by using the cursor keys to go up, down, left or right a character at a time, or by holding down the **Shift** key and using the left and right cursor keys you can move through the text a word at a time.

The **DEL** key (sometimes marked Delete) can be used to delete any character which is under the cursor, in addition to using the **Backspace** key to delete the character to the left of the cursor, as already described.

In addition to deleting single characters, parts of a word, or complete words may also be deleted by holding down **Shift** and pressing **Del** to delete from the current cursor position to the end of the word on which the cursor is placed, or **Shift** and **Backspace** to delete from the character before the cursor to the start of the word. Experiment with these to see the effects.

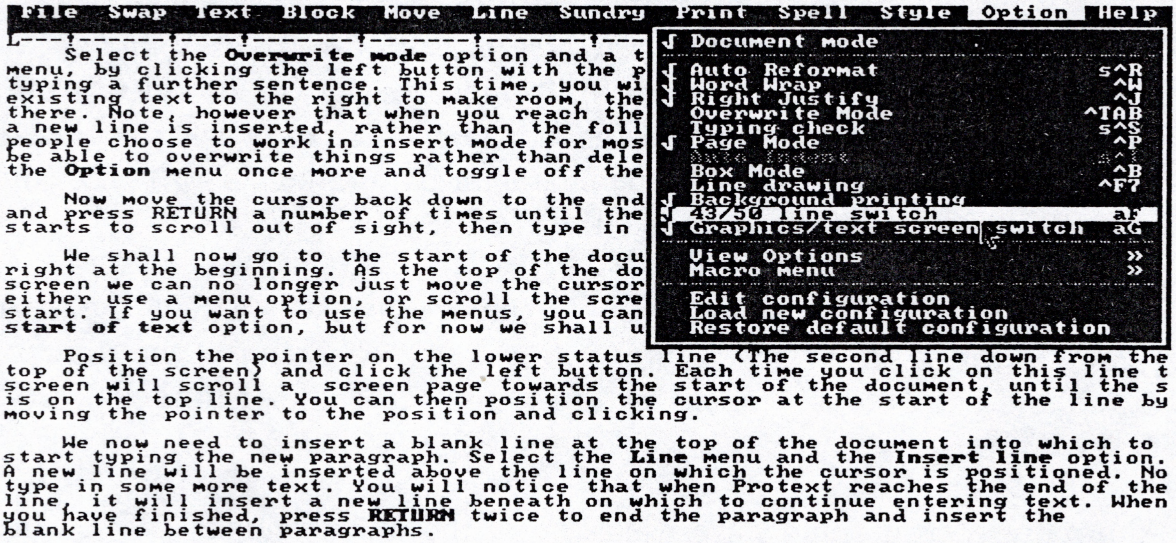
You are now going to add a new sentence at the start of the current paragraph, so move the mouse pointer over the first character at the start of the paragraph and click the left mouse button to move the cursor to the start of the paragraph.

Alternatively, you could have used one of the menu options. To see this in action we shall use another of Protext's features to restore the cursor to its previous position. Click on the right mouse button and select the **Move** menu. Move the pointer down to the **Last position** option and select it. The cursor will be restored to its former position. This is a very useful option when you find you have accidentally moved somewhere you didn't intend to!

Now you can select the **Move** menu again, but this time click on the **to previous paragraph** option and the cursor will be once again be positioned at the start of the paragraph. This is one of many examples you will find where Protext provides more than one way to perform a task. You could also have made use of Protext's special keystrokes, but we shan't concern ourselves with these in this tutorial. If you want to try them, the appropriate keystrokes are shown to the right of the options in the menus and are fully described in the main manual.

Type in a further sentence or two at the start of the paragraph and you will see that the existing text moves over to the right automatically to make room for the new text. This is called insert mode but Protext also has an overwrite mode.

Display the menu bar and open the **Option** menu. You will see that this menu is similar to the other menus we have used except that some of the options have a tick against them on the left hand side. These are what are known as **Toggle** options and by selecting and clicking on a menu option, its tick will either appear, or disappear. These options determine the default way in which Protext works and their settings remain in force until such time as you toggle them again.


File Swap Text Block Move Line Sundry Print Spell Style Option Help
√ Document mode
√ Auto Reformat s^R
√ Word Wrap ^W
√ Right Justify ^J
Overwrite Mode ^TAB
Typing check s^S
√ Page Mode ^P
Box Mode ^B
Line drawing ^F7
√ Background printing
√ 43/50 line switch aF
√ Graphics/text screen switch aG
View Options »
Macro menu »
Edit configuration
Load new configuration
Restore default configuration

```
L---!------!----!-------!-------!-------!---
     Select the Overwrite mode option and a t
menu, by clicking the left button with the p
typing a further sentence. This time, you wi
existing text to the right to make room, the
there. Note, however that when you reach the
a new line is inserted, rather than the foll
people choose to work in insert mode for mos
be able to overwrite things rather than dele
the Option menu once more and toggle off the

     Now move the cursor back down to the end
and press RETURN a number of times until the
starts to scroll out of sight, then type in

     We shall now go to the start of the docu
right at the beginning. As the top of the do
screen we can no longer just move the cursor
either use a menu option, or scroll the scre
start. If you want to use the menus, you can
start of text option, but for now we shall u

     Position the pointer on the lower status line (The second line down from the
top of the screen) and click the left button. Each time you click on this line t
screen will scroll a  screen page towards the start of the document, until the s
is on the top line. You can then position the cursor at the start of the line by
moving the pointer to the position and clicking.

     We now need to insert a blank line at the top of the document into which to
start typing the new paragraph. Select the Line menu and the Insert line option.
A new line will be inserted above the line on which the cursor is positioned. No
type in some more text. You will notice that when Protext reaches the end of the
line, it will insert a new line beneath on which to continue entering text. When
you have finished, press RETURN twice to end the paragraph and insert the
blank line between paragraphs.

     Having learned how to insert new lines, we shall now learn how to delete
them. Position the cursor on the top line of the document. It doesn't matter
where on the line the cursor is placed as we shall be deleting complete lines.
Select the Line menu and the Delete line option. The line on which the cursor
was placed will disappear and the lines beneath will move up to fill the gap.
```

Select the **Overwrite mode** option and a tick will appear on the left. Close the menu, by clicking the left button with the pointer outside the menu and then try typing a further sentence. This time, you will find that instead of moving the existing text to the right to make room, the new text overwrites what was already there. Note, however that when you reach the end of the line and the text wraps, a new line is inserted, rather than the following line being overwritten. Most people choose to work in insert mode for most of the time, but it can be useful to be able to overwrite things rather than delete and replace them sometimes. Select the **Option** menu once more and toggle off the **Overwrite mode** option.

Now move the cursor back down to the end of the document with the mouse and press RETURN a number of times until the text at the top of the screen starts to scroll out of sight, then type in a few more words.

We shall now go to the start of the document and insert a new paragraph right at the beginning. As the top of the document has scrolled off the top of the screen we can no longer just move the cursor to where we want. Instead, we can either use a menu option, or scroll the screen with the mouse until we can see the start. If you want to use the menus, you can select the **Move** menu and the **to start of text** option, but for now we shall use the mouse.

Position the pointer on the lower status line (The second line down from the top of the screen) and click the left button. Each time you click on this line the screen will scroll a screen page towards the start of the document, until the start is on the top line. You can then position the cursor at the start of the line by moving the pointer to the position and clicking.

We now need to insert a blank line at the top of the document into which to start typing the new paragraph. Select the **Line** menu and the **Insert line** option. A new line will be inserted above the line on which the cursor is positioned. Now type in some more text. You will notice that when Protext reaches the end of the line, it will insert a new line beneath on which to continue entering text. When you have finished, press **RETURN** twice to end the paragraph and insert the blank line between paragraphs.

Having learned how to insert new lines, we shall now learn how to delete them. Position the cursor on the top line of the document. It doesn't matter where on the line the cursor is placed as we shall be deleting complete lines. Select the **Line** menu and the **Delete line** option. The line on which the cursor was placed will disappear and the lines beneath will move up to fill the gap.

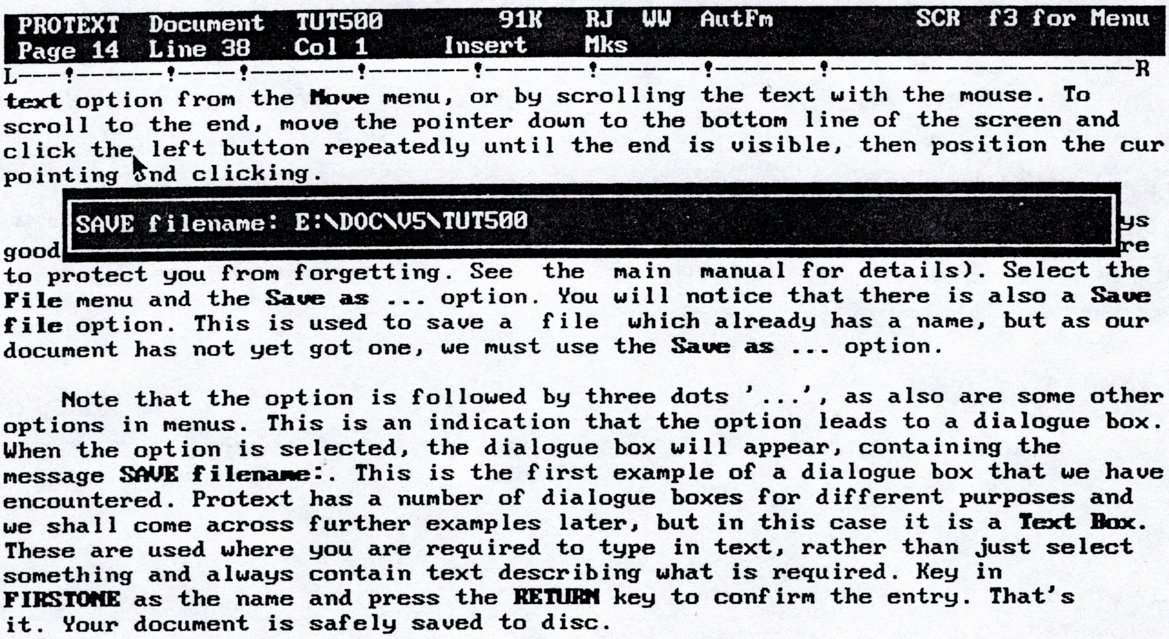
Protext also has an **Undelete** feature which is capable of restoring the last block of text deleted. As far as **Undelete** is concerned, a block is any section of text over three characters long removed in one go. This includes lines as well as marked blocks of text (described later in the manual). To see this is action, position the cursor at the start of the top line and select the **Block** menu and the **Undelete Block** option. When Protext undeletes text it positions it with the start of the block at the current cursor position. The original line will now be restored to the top of the document.

TIP: A useful tip is that the same block may be undeleted more than once. This can be put to good use when you have a number of lines which are similar which you want to enter. Just enter the line once, delete it, then undelete it as many times as you want. You can then go back and make any minor changes required to the other lines.

We shall now go to the end of the document, either by selecting the **end of text** option from the **Move** menu, or by scrolling the text with the mouse. To scroll to the end, move the pointer down to the bottom line of the screen and click the left button repeatedly until the end is visible, then position the cursor by pointing and clicking.

It would be a good idea to save the document at this point, as it is always good policy to regularly save your work (Protext also has an Auto-save feature to protect you from forgetting. See the main manual for details). Select the **File** menu and the **Save as ...** option. You will notice that there is also a **Save file** option. This is used to save a file which already has a name, but as our document has not yet got one, we must use the **Save as ...** option.

Note that the option is followed by three dots '...', as also are some other options in menus. This is an indication that the option leads to a dialogue box. When the option is selected, the dialogue box will appear, containing the message **SAVE filename:**. This is the first example of a dialogue box that we have encountered. Protext has a number of dialogue boxes for different purposes and we shall come across further examples later, but in this case it is a **Text Box**. These are used where you are required to type in text, rather than just select something and always contain text describing what is required. Key in **FIRSTONE** as the name and press the **RETURN** key to confirm the entry. That's it. Your document is safely saved to disc.



```
PROTEXT  Document  TUT500         91K   RJ  WW  AutFm            SCR  f3 for Menu
Page 14  Line 38   Col 1        Insert    Mks
L---!-------!----!--------!--------!--------!--------!--------!---------------------R
text option from the Move menu, or by scrolling the text with the mouse. To
scroll to the end, move the pointer down to the bottom line of the screen and
click the left button repeatedly until the end is visible, then position the cur
pointing and clicking.

        SAVE filename: E:\DOC\V5\TUT500                                          ys
good                                                                             re
to protect you from forgetting. See  the  main  manual for details). Select the
File menu and the Save as ... option. You will notice that there is also a Save
file option. This is used to save a  file  which already has a name, but as our
document has not yet got one, we must use the Save as ... option.

    Note that the option is followed by three dots '...', as also are some other
options in menus. This is an indication that the option leads to a dialogue box.
When the option is selected, the dialogue box will appear, containing the
message SAVE filename:. This is the first example of a dialogue box that we have
encountered. Protext has a number of dialogue boxes for different purposes and
we shall come across further examples later, but in this case it is a Text Box.
These are used where you are required to type in text, rather than just select
something and always contain text describing what is required. Key in
FIRSTONE as the name and press the RETURN key to confirm the entry. That's
it. Your document is safely saved to disc.
```

As you will have noticed, the **Move** and **Line** menus provide a number of other options in addition to those we have already used. The **Move** menu allows you to move the cursor to the start or end of a sentence, or line, to the previous or next paragraph, or page as well as the start and end of a document. The **Line** menu allows you to not only insert and delete lines, but also to delete parts of a line or sentence, from the current cursor position.

As these options function in the same way as those which you have already used, we suggest that you experiment with them now, to see the results, using the document you have already created.

In this chapter you have learned how to:-

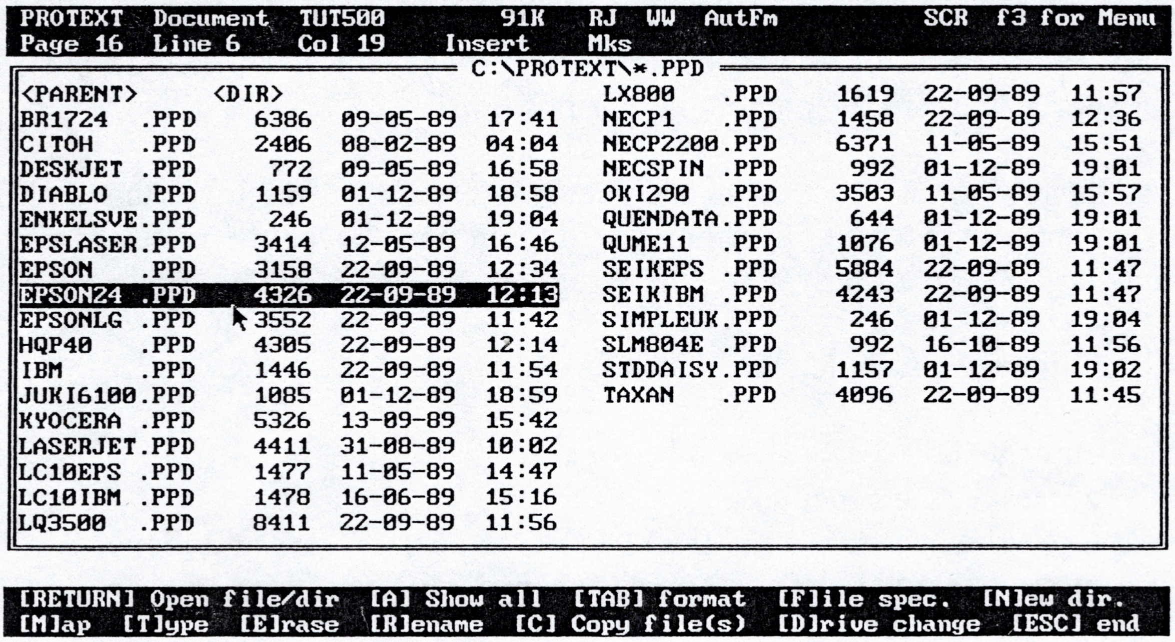
» enter text
» access and use menus
» move the cursor around the text with the cursor keys and mouse
» move around the document with menus and/or mouse
» scroll the screen up and down with the mouse
» toggle Insert/Overwrite mode
» insert lines and paragraphs
» delete and undelete lines
» save a document

5. Using the File Selector

In this chapter you will learn how to use the file selector to load existing documents and also to change directories and drives. The file selector is automatically displayed whenever you select a menu option to load or merge a file and in other situations where a file is to be loaded, such as a different configuration file. The file selector may also be called from the **File** menu by selecting the **Catalogue files ...** option.

ST/Amiga: Protext may be configured to use the GEM or ARP file selectors, if preferred. The ***Catalogue files ...*** *option will still access Protext's own file selector.*

Protext's file selector allows you to carry out various disc 'housekeeping' tasks, such as copying, renaming, deleting files and creating new directories in addition to loading files. Other housekeeping tasks not available in the file selector, such as formatting discs, deleting directories etc., may be carried out from Protext's command line (See main manual for details).



```
PROTEXT  Document  TUT500        91K   RJ  WW  AutFm          SCR  f3 for Menu
Page 16  Line 6    Col 19     Insert   Mks
============================== C:\PROTEXT\*.PPD ==============================
<PARENT>      <DIR>                       LX800    .PPD    1619  22-09-89  11:57
BR1724   .PPD    6386  09-05-89  17:41    NECP1    .PPD    1458  22-09-89  12:36
CITOH    .PPD    2406  08-02-89  04:04    NECP2200.PPD     6371  11-05-89  15:51
DESKJET  .PPD     772  09-05-89  16:58    NECSPIN  .PPD     992  01-12-89  19:01
DIABLO   .PPD    1159  01-12-89  18:58    OKI290   .PPD    3503  11-05-89  15:57
ENKELSVE.PPD      246  01-12-89  19:04    QUENDATA.PPD      644  01-12-89  19:01
EPSLASER.PPD     3414  12-05-89  16:46    QUME11   .PPD    1076  01-12-89  19:01
EPSON    .PPD    3158  22-09-89  12:34    SEIKEPS  .PPD    5884  22-09-89  11:47
EPSON24  .PPD    4326  22-09-89  12:13    SEIKIBM  .PPD    4243  22-09-89  11:47
EPSONLG  .PPD    3552  22-09-89  11:42    SIMPLEUK.PPD      246  01-12-89  19:04
HQP40    .PPD    4305  22-09-89  12:14    SLM804E  .PPD     992  16-10-89  11:56
IBM      .PPD    1446  22-09-89  11:54    STDDAISY.PPD     1157  01-12-89  19:02
JUKI6100.PPD     1085  01-12-89  18:59    TAXAN    .PPD    4096  22-09-89  11:45
KYOCERA  .PPD    5326  13-09-89  15:42
LASERJET.PPD     4411  31-08-89  10:02
LC10EPS  .PPD    1477  11-05-89  14:47
LC10IBM  .PPD    1478  16-06-89  15:16
LQ3500   .PPD    8411  22-09-89  11:56

[RETURN] Open file/dir  [A] Show all  [TAB] format  [F]ile spec.  [N]ew dir.
[M]ap  [T]ype  [E]rase  [R]ename  [C] Copy file(s)  [D]rive change  [ESC] end
```

Select the **Load file ...** option from the **Files** menu and all the screen, apart from the status lines, will be replaced by a large file selector with a menu of options at the bottom. Depending on how many files there are in the current directory, one or more columns of filenames and directory names will be displayed. Directories are listed first, followed by the files in alphabetical order.

Directories are always indicated by a **<DIR>** entry to the right of the name, whereas files have their size shown. When the current directory is not the root directory, a special entry called **<PARENT> <DIR>** is displayed at the start. This may be used to select the parent of the current directory.

The available options are displayed in a two line menu at the bottom of the window and may be selected either by pressing the key indicated in square brackets, or by double clicking inside the square brackets.

The top line of the file selector displays the current drive, directory and 'File specification'. By default the file specification is appropriate to the operation being performed and in many cases defaults to wildcards meaning 'All files' (the wildcards for this vary on the different machines. Full details of wildcards will be found in your computer's manual).

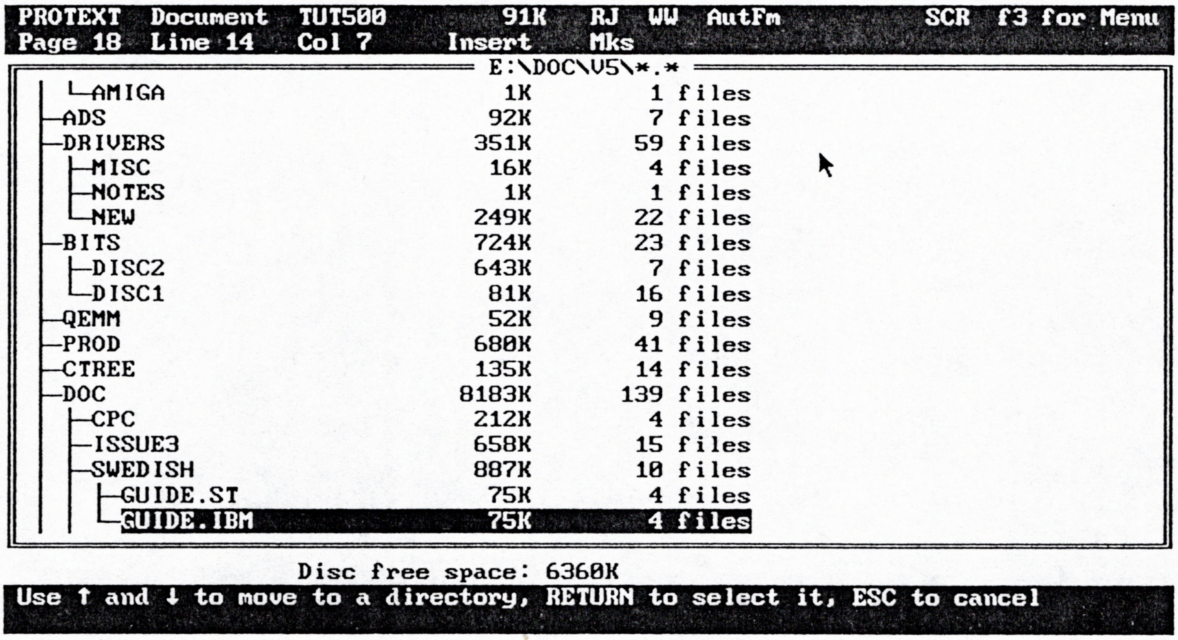
To load a file, select the required file by pointing with the mouse and double clicking on the entry, or highlight the entry with a single click and then double click on the **[RETURN]** menu option. This same procedure is used when the **Merge file ...** option is selected, but when you click on the required file, it will be merged into the document at the current cursor location. Select and load a document now, then move the cursor to a suitable place in the document and use the **Merge file ...** option to merge a selected file into the existing document.

If the current drive/directory is not the one containing the file(s) you want to load or work on, you will need to change to it. To change drives, you must select the **[D]rive change** option, either by double clicking on the **D**, or by pressing the **D** key. (*Amiga/Archimedes: The Amiga and Archimedes do not differentiate between drives and directories, so the selection is made by entering the drive and, optionally, directory, using the **[D]ir. Change** option*)

A dialogue box will open with the prompt **Enter drive letter:** (*Amiga/Archimedes*: **Enter path:**) and you should type in the letter(s) of the drive you want. The file window will clear and be replaced by the contents of the new drive and the heading at the top of the window will change to show the new drive and directory.

Move the mouse pointer to a directory entry and click on it to highlight it. The directory may then be selected as the current directory by pressing **RETURN** or double clicking on the **[RETURN]** entry in the menu. The list of files will change to show the files available in the directory.

Alternatively, you can use the **[M]ap** option to select a directory. Double click on **[M]ap** now. Protext reads the directory structure of the current disc and displays it in a tree diagram, with sub-directories shown indented. You can then select any directory by pointing to it and double clicking. The tree diagram will disappear and be replaced by files in the selected directory. If the complete tree can not be seen, which is quite probable with hard discs, the tree diagram may be scrolled up and down by clicking on the top or bottom of the window frame.



```
PROTEXT  Document  TUT500        91K   RJ  WW  AutFm            SCR  f3 for Menu
Page 18  Line 14   Col 7      Insert   Mks
                                 E:\DOC\V5\*.*
  │ └AMIGA                              1K         1 files
  ├ADS                                 92K         7 files
  ├DRIVERS                            351K        59 files
  │ ├MISC                              16K         4 files
  │ ├NOTES                              1K         1 files
  │ └NEW                              249K        22 files
  ├BITS                               724K        23 files
  │ ├DISC2                            643K         7 files
  │ └DISC1                             81K        16 files
  ├QEMM                                52K         9 files
  ├PROD                               680K        41 files
  ├CTREE                              135K        14 files
  ├DOC                               8183K       139 files
  │ ├CPC                              212K         4 files
  │ ├ISSUE3                           658K        15 files
  │ ├SWEDISH                          887K        10 files
  │ │ ├GUIDE.ST                        75K         4 files
  │ │ └GUIDE.IBM                       75K         4 files

                      Disc free space: 6360K
Use ↑ and ↓ to move to a directory, RETURN to select it, ESC to cancel
```

If there are only a small number of files in the directory, it is easy to find the file you require, but if there are a large number of files it is often more convenient to see only a range of the files. This can be done by changing the file specification.

Double click on the **F** inside the square brackets to select the **[F]ile specification** option and edit the existing entry, using wildcards and characters, to something which will match only some of the files (If you do not understand wildcards, see the main manual and your computer's manual for details). The list of files will change, showing only those files which match the file specification. To show all files again, double click on the **[A] Show all** option.

Select the **[TAB] format** option. The display changes to show the filename, size in bytes and the date and time that the file was created. Select the **[TAB] format** option yet again and the file attributes are displayed instead of the file time. Selecting the option a third time returns it to the original brief display.

There are sometimes occasions when you can't remember what a file contains and it would be useful to see the contents without loading it into Protext. Highlight one of the files by clicking on it and then select the **[T]ype** option (Note that if you pick a non-text file you may get some strange results!). The file will then be displayed in the window, pausing after every screen until you press a key (or a mouse button). On completion you are returned to the directory listing. If the file you have chosen to view is long and you do not wish to view all of it, press the **ESC** key to stop and return to the file selector.

Several options are provided to enable you to rename, copy or delete files. Select **[C]opy file(s)** and a dialogue box will request **COPY from (filename):**. this is a request for the name of the file, or files, you wish to copy. The file(s) do not need to be in the current directory, which is why it does not automatically use a highlighted filename.

Copy will also allow you to copy a number of files at the same time by specifying wildcards (See the main manual for full details of wildcards). Once you have entered the name of the file(s) you want to copy and confirmed the entry, a second dialogue box will request **COPY to (file or path):**. If you have specified a single filename you may specify a different filename for the destination, but if you have specified wildcards, you must specify a destination directory. If you leave this dialogue entry blank Protext will copy the specified file to the current directory with the same name.

Select **[C]opy** now and enter the name of one of the files in the current directory. In answer to the prompt **COPY to (file or path):** enter COPYFILE and confirm the entry. After a second or two a **COPYFILE** entry will appear in the directory listing as well as the original filename.

We shall now rename the new file from **COPYFILE** to **JUNKFILE**. Highlight the **COPYFILE** entry by clicking on it and then select the **[R]ename** option. This time, because it is only possible to rename a single file at a time, Protext automatically uses the highlighted file name and opens a dialogue box requesting **RENAME (new filename)**. Key in **JUNKFILE** and confirm the entry and the directory listing will be updated to show the new filename.

Finally, we shall delete **JUNKFILE**. Highlight it once more and then select the **[E]rase** option. This time, a new type of dialogue box opens, containing two 'buttons', one to confirm you wish to erase the file and the other to cancel the option. Select the **Yes** box either by clicking on it or pressing the **Y** key.

The final menu option in the file selector is the **[N]ew dir.** option and allows you to create a new directory as a sub-directory of the currently selected directory. Select this option now and a dialogue box will open, requesting **MKDIR directory name:**. Key in the name you require and press **RETURN**.

In this chapter you have learned how to:-

» load a file
» merge a file
» select the file selector
» change drives and directories
» display only certain files
» view a file
» copy, rename and delete files
» create a new directory

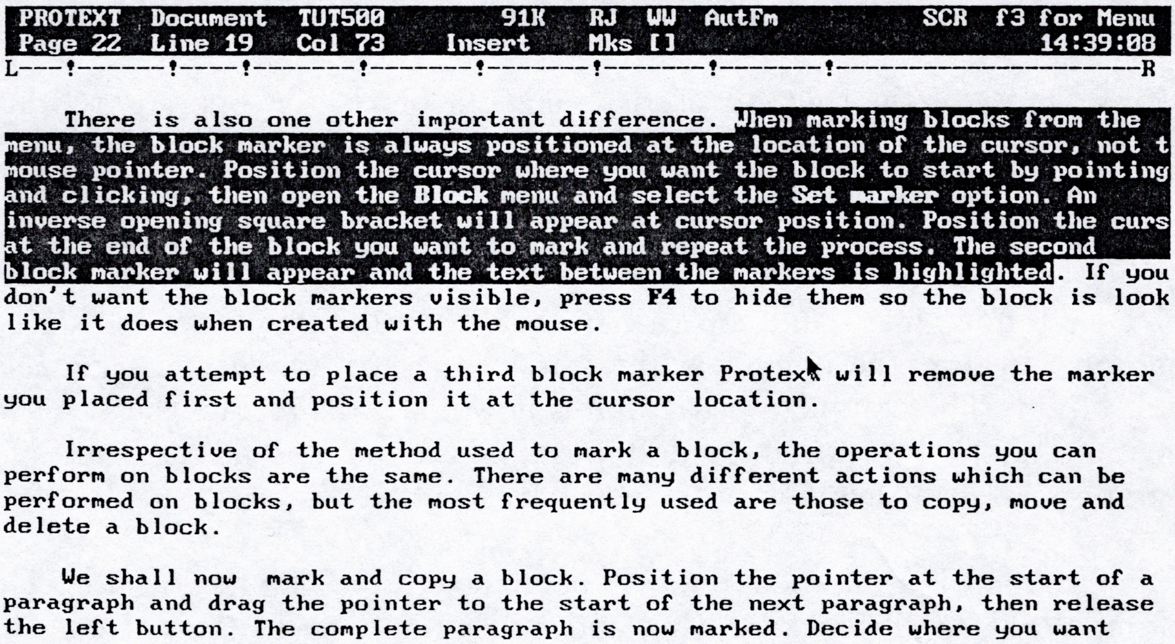
6. Working with Blocks

One of the most useful features of a word processor is the ability to manipulate blocks of text in a variety of ways. In this chapter we shall look at the many different ways to work with blocks of text in Protext.

NOTE: Make sure you have a document loaded starting with this tutorial.

Blocks of text can often be marked using the mouse more easily than they can by other methods. Position the mouse in the text where you wish to mark the start of a block and hold down the left mouse button. Drag the pointer to where you want the end of the block, whilst still holding down the left button. This can be anywhere in the text, as the text will scroll up or down as necessary when the pointer reaches the top or bottom of the window. You will see the marked block shown as highlighted text. Once you have reached the end of the block, you should release the button and the block will be fixed.

If you find you have not quite marked the end of the block you wanted, you can change it by positioning the pointer on the character following the end of the block and holding down the left button and dragging the pointer again. Similarly, if you have not got the start of the block correct, position the pointer on the first character in the block this time, press and hold the left button and drag the pointer to the required position.



```
 PROTEXT  Document   TUT500          91K    RJ  WW   AutFm            SCR  f3 for Menu
 Page 22  Line 19    Col 73      Insert     Mks []                           14:39:08
L---!-------!-----!-------!--------!--------!--------!--------!---------------------R

     There is also one other important difference. When marking blocks from the
menu, the block marker is always positioned at the location of the cursor, not t
mouse pointer. Position the cursor where you want the block to start by pointing
and clicking, then open the Block menu and select the Set marker option. An
inverse opening square bracket will appear at cursor position. Position the curs
at the end of the block you want to mark and repeat the process. The second
block marker will appear and the text between the markers is highlighted. If you
don't want the block markers visible, press F4 to hide them so the block is look
like it does when created with the mouse.

     If you attempt to place a third block marker Protext will remove the marker
you placed first and position it at the cursor location.

     Irrespective of the method used to mark a block, the operations you can
perform on blocks are the same. There are many different actions which can be
performed on blocks, but the most frequently used are those to copy, move and
delete a block.

     We shall now  mark and copy a block. Position the pointer at the start of a
paragraph and drag the pointer to the start of the next paragraph, then release
the left button. The complete paragraph is now marked. Decide where you want
```

Only one block may be marked in a document at any time and attempting to mark another will result in the previous block being unmarked.

If you prefer, you can also mark blocks using a menu option, but before you can see this in operation, you must unmark the existing block. This is simply done by double-clicking the left button. The highlight will disappear.

When using the menus to mark a block there is a slight difference in the way that blocks are highlighted, in that when you place a block marker it is indicated by a special block marker in the text. Protext uses inverse square brackets to indicate the start and end of a block.

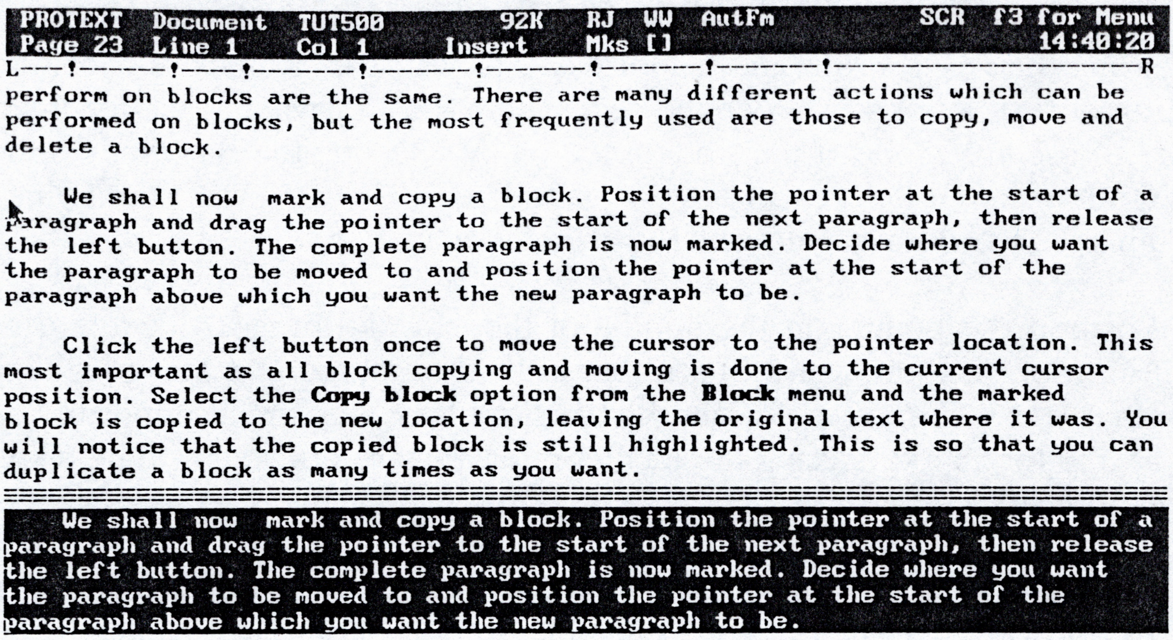
There is also one other important difference. When marking blocks from the menu, the block marker is always positioned at the location of the cursor, not the mouse pointer. Position the cursor where you want the block to start by pointing and clicking, then open the **Block** menu and select the **Set marker** option. An inverse opening square bracket will appear at cursor position. Position the cursor at the end of the block you want to mark and repeat the process. The second block marker will appear and the text between the markers is highlighted. If you don't want the block markers visible, press **F4** to hide them so the block is looks like it does when created with the mouse.

If you attempt to place a third block marker Protext will remove the marker you placed first and position it at the cursor location.

Irrespective of the method used to mark a block, the operations you can perform on blocks are the same. There are many different actions which can be performed on blocks, but the most frequently used are those to copy, move and delete a block.

We shall now mark and copy a block. Position the pointer at the start of a paragraph and drag the pointer to the start of the next paragraph, then release the left button. The complete paragraph is now marked. Decide where you want the paragraph to be moved to and position the pointer at the start of the paragraph above which you want the new paragraph to be.

Click the left button once to move the cursor to the pointer location. This is most important as all block copying and moving is done to the current cursor position. Select the **Copy block** option from the **Block** menu and the marked block is copied to the new location, leaving the original text where it was. You will notice that the copied block is still highlighted. This is so that you can duplicate a block as many times as you want.



```
PROTEXT  Document  TUT500        92K   RJ  WW  AutFm          SCR  f3 for Menu
Page 23  Line 1    Col 1     Insert    Mks []                      14:40:20
L---!------!----!--------!--------!--------!--------!--------!---------------------R
```

perform on blocks are the same. There are many different actions which can be performed on blocks, but the most frequently used are those to copy, move and delete a block.

We shall now mark and copy a block. Position the pointer at the start of a paragraph and drag the pointer to the start of the next paragraph, then release the left button. The complete paragraph is now marked. Decide where you want the paragraph to be moved to and position the pointer at the start of the paragraph above which you want the new paragraph to be.

Click the left button once to move the cursor to the pointer location. This most important as all block copying and moving is done to the current cursor position. Select the **Copy block** option from the **Block** menu and the marked block is copied to the new location, leaving the original text where it was. You will notice that the copied block is still highlighted. This is so that you can duplicate a block as many times as you want.

```
================================================================================
```

We shall now mark and copy a block. Position the pointer at the start of a paragraph and drag the pointer to the start of the next paragraph, then release the left button. The complete paragraph is now marked. Decide where you want the paragraph to be moved to and position the pointer at the start of the paragraph above which you want the new paragraph to be.

If you don't want to duplicate it again, simply double click to remove the highlight, but for now we shall use the **Move block** option to move this block to a different location. Move the cursor to the required new location and select the **Move Block** option. The original highlighted text is deleted and reinserted at the cursor position. Again, the block remains marked so that you can reposition it again if you want.

For now, we shall just delete the block, so select the **Delete block** option and the highlighted text will disappear. If the block you have marked is large, it may exceed the size of the undelete buffer (The size of this is configurable in the CONFIG program. See the main manual). If this happens a dialogue box will appear, as a safety measure, asking you to confirm whether you still wish to delete the block.

Deleted blocks of text may be undeleted using the **Undelete block** option in the **Block** menu. Try the **Undelete block** option now.

In the above examples we worked with a complete paragraph of text, but a block can be any contiguous area of text of any size. It can be a word, or sentence, or even part of a word.

Experiment with marking blocks and using copy, move, delete and undelete.

Protext also has another special form of block and this is called a box. The difference between a box and a block is that whereas a block is a contiguous section of text, a box is is a defined rectangle of text anywhere in a document. In order to use box mode, it must be turned on by selecting the **Box mode** option in the **Option** menu. Select this now. You will see that the lower status line now contains the word **Box** to indicate this mode is active.

Position the pointer in the middle of the text and drag it down and to the right a little. This time you will see that instead of all the text being highlighted, only that text within a box formed by the two block markers at opposite corners (if placing the markers using the menu option, square brackets will be displayed down both sides of the box).

Once a box has been marked it may be copied, moved or deleted in the same way as normal blocks by using the same block commands. There is, however, one big difference. When copying, moving or deleting a box in insert mode, the text will be displaced to make way for the new text, or close up the gap caused by the deleted text. In overwrite mode, copying or moving a box onto existing text will overwrite the existing text, but a warning dialogue box asks for confirmation before doing so. When deleting a box in overwrite mode, the area where the box used to be does not close up and is left as blank space. There are many situations where the ability to choose which mode to use is useful.

There are many other actions which can be carried out on marked blocks of text, including saving the block to disc as a file, counting the number of words in a block, reformatting a block and adding and removing line numbers(useful when writing program source code). These are the equivalents of the same commands that work on the whole document, but work only on the marked block.

In this chapter you have learned how to:-

» mark blocks of text with the mouse and by using the menus
» unmark blocks
» copy, move and delete blocks
» undelete blocks
» use boxes

7. Working with More than one Document

Protext allows you to load and edit up to 36 different documents (subject to available memory) and in this chapter you will learn how to open more than one file, switch between files and split the screen so that more than one file may be viewed at the same time.

Load a document, then select the **Swap** menu. At the bottom of the menu will be the name of the file you just loaded and beneath that an entry **New File**. Click on the **New File** option and the existing document will disappear, leaving you with an empty document. Select the **Load file ...** option again and select another file for loading. If you now open the **Swap** menu again you will find that the name of the second file you loaded has been added to the list of files being edited. Repeat the process again to load a third file.

Up to 36 different files may be loaded at a time, subject to available memory. The main manual gives full details of how the best use may be made of available memory (See "Configuration" in the main manual). If there is insufficient memory available to open another file you will be told.

Try making one or two changes to the current file, then select **Swap** again. You will now find that the entry for that file is preceded by a tick symbol. This indicates that the file has been altered since it was loaded.

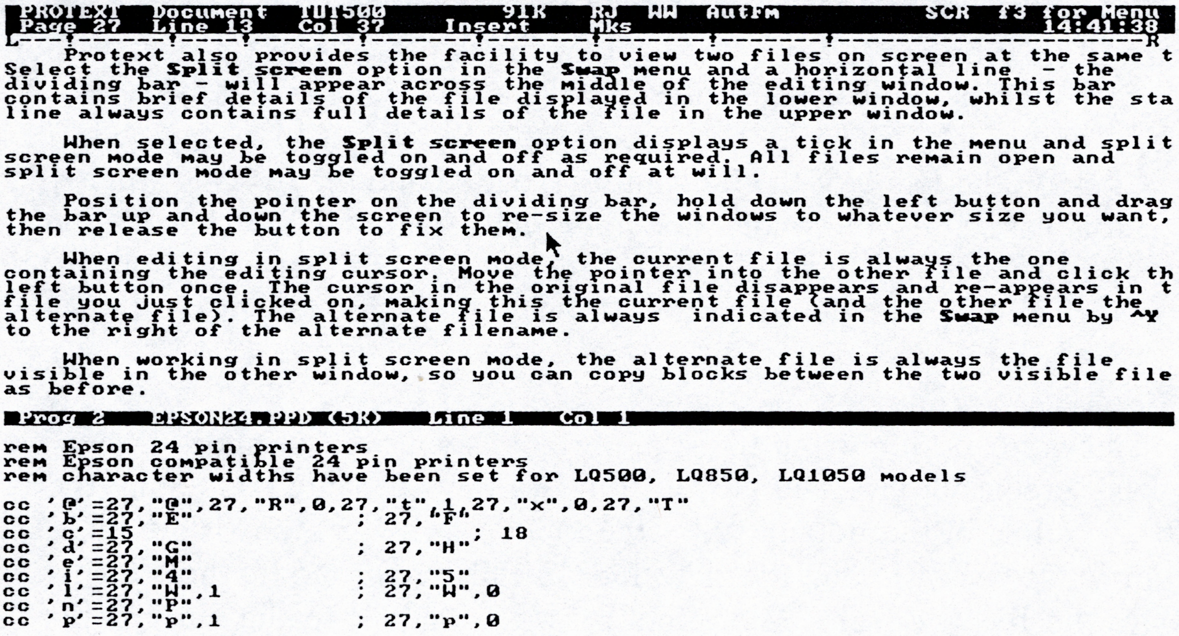
Click on the name of the file you first loaded and the first file you loaded will be re-displayed. If you watch the status lines you will see that all the details change to reflect whichever file is the current file and that when you switch files Protext remembers all details of the various settings and cursor positions for each file.

This concept of current file is important as you will see shortly when we look at split screen editing. The current file is always the one containing the editing cursor, which, in the default full screen mode, is always the visible file. Another important concept is the alternate file. In full screen mode, the alternate file is always the file you were editing before you swapped to the current file. If you have not swapped files, the alternate file will be the next file in the list, or **New File** if no other file has been loaded or edited. The alternate file is indicated in the **Swap** menu by a **^Y** to the right of the alternate filename.

You can swap between files at will just by selecting the required file from the **Swap** menu. If you select **New File** and create a new document instead of loading an existing file, its name will change to **Unnamed** until such time as you give it a name by saving it, or by using the **Name file** option in the **File** menu.

Blocks of text may be copied from the alternate file to the current file at any time. Mark a block in the current file, then select another file. The file you have marked the block in has now become the alternate file. Position the cursor where you want to copy the block to, then select the **Copy other block** option in the **Block** menu and the block will be copied into the current document.

Swap back to the file in which you originally marked the block and it will still be present. You can then delete the block if you no longer require it, or just de-select the block. Delete the block for now and then swap back to the file into which you copied the block. Mark a block in this file, then swap back to the other file and use **Copy other block** again. As you will see, blocks can be copied in either direction as the alternate file is always the one you were editing before you swapped to a new current file.



```
PROTEXT  Document  TUT500           91K   RJ  WW  AutFm          SCR  f3 for Menu
Page 27  Line 13   Col 37    Insert       Mks                          14:41:38
L---!-------!----!-------!-------!-------!-------!-------!-------------------R
     Protext also provides the facility to view two files on screen at the same t
Select the Split screen option in the Swap menu and a horizontal line  - the
dividing bar - will appear across the middle of the editing window. This bar
contains brief details of the file displayed in the lower window, whilst the sta
line always contains full details of the file in the upper window.

     When selected, the Split screen option displays a tick in the menu and split
screen mode may be toggled on and off as required. All files remain open and
split screen mode may be toggled on and off at will.

     Position the pointer on the dividing bar, hold down the left button and drag
the bar up and down the screen to re-size the windows to whatever size you want,
then release the button to fix them.

     When editing in split screen mode, the current file is always the one
containing the editing cursor. Move the pointer into the other file and click th
left button once. The cursor in the original file disappears and re-appears in t
file you just clicked on, making this the current file (and the other file the
alternate file). The alternate file is always  indicated in the Swap menu by ^Y
to the right of the alternate filename.

     When working in split screen mode, the alternate file is always the file
visible in the other window, so you can copy blocks between the two visible file
as before.

 Prog 2    EPSON24.PPD (5K)    Line 1    Col 1

rem Epson 24 pin printers
rem Epson compatible 24 pin printers
rem character widths have been set for LQ500, LQ850, LQ1050 models

cc '@'=27,"@",27,"R",0,27,"t",1,27,"x",0,27,"T"
cc 'b'=27,"E"               ; 27,"F"
cc 'c'=15                         ; 18
cc 'd'=27,"G"               ; 27,"H"
cc 'e'=27,"M"
cc 'i'=27,"4"               ; 27,"5"
cc 'l'=27,"W",1             ; 27,"W",0
cc 'n'=27,"P"
cc 'p'=27,"p",1             ; 27,"p",0
```

Protext also provides the facility to view two files on screen at the same time. Select the **Split screen** option in the **Swap** menu and a horizontal line - the dividing bar - will appear across the middle of the editing window. This bar contains brief details of the file displayed in the lower window, whilst the status line always contains full details of the file in the upper window.

When selected, the **Split screen** option displays a tick in the menu and split screen mode may be toggled on and off as required. All files remain open and split screen mode may be toggled on and off at will.

Position the pointer on the dividing bar, hold down the left button and drag the bar up and down the screen to re-size the windows to whatever size you want, then release the button to fix them.

When editing in split screen mode, the current file is always the one containing the editing cursor. Move the pointer into the other file and click the left button once. The cursor in the original file disappears and re-appears in the file you just clicked on, making this the current file (and the other file the alternate file). The alternate file is always indicated in the **Swap** menu by **^Y** to the right of the alternate filename.

When working in split screen mode, the alternate file is always the file visible in the other window, so you can copy blocks between the two visible files, as before.

You can change which file is displayed in the current window by using the **Swap** menu and selecting the file you want.

NOTE: It is NOT possible to have the same file displayed in both windows at the same time, other than by loading it a second time. It is possible to load more than one copy of the same file as long as it is small enough to fit completely into memory. If the file is too large a warning is issued and the file is not loaded again. Loading more than one copy should only be done with care, as making changes to one document does not result in the changes being made to the other copy.

The file in the upper window can be scrolled a page up or down as normal, by clicking on the lower status line and the bottom line of the window. The file in the lower window can be scrolled by clicking on the dividing bar and the bottom line.

Whilst either visible file may be edited as normal, full editing details are only displayed on the status lines for the file in the upper window. If you are editing the file in the lower window and want to have full details available, the solution is to exchange the two visible files. This is done with the **Exchange files** option in the **Swap** menu. Try using it now to see the effect.

A further option in the **Swap** menu is the **Link files** option. When selected, a tick is visible alongside it in the menu. There are many occasions where you want to compare two similar files to look for differences. By selecting the **Link files** option you can scroll both files at the same time, using **Shift** and the ↑ and ↓ cursor keys. Other methods of scrolling the documents are unaffected and may still be used on individual files.

In this chapter you have learned how to:-

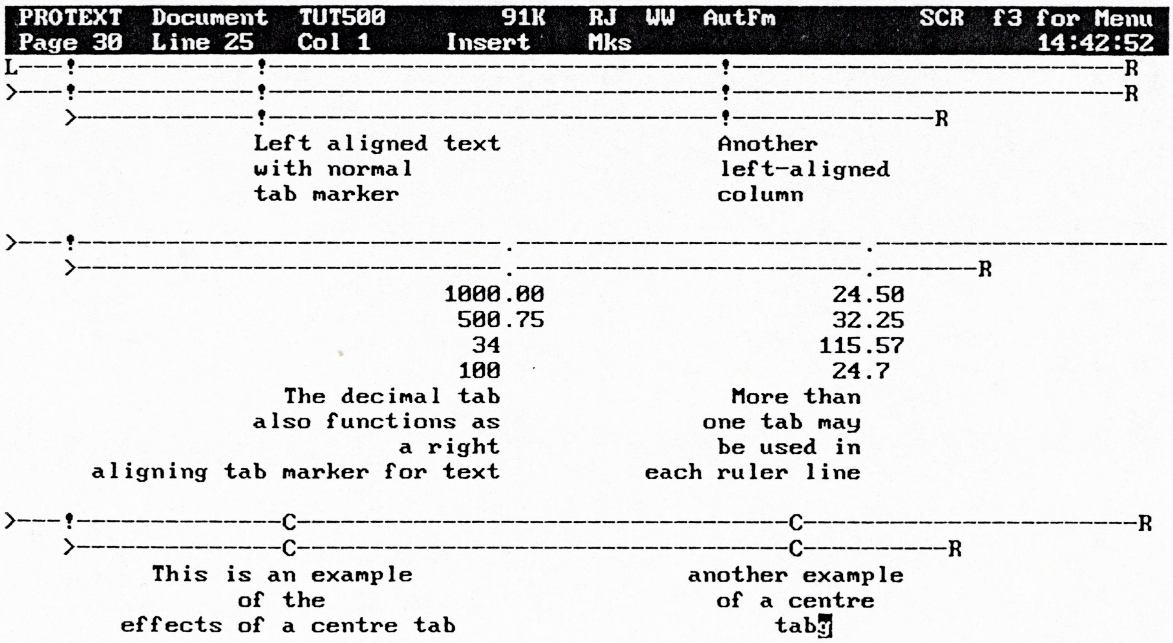
- » open more than one document
- » change between documents
- » use split screen mode
- » re-size the windows in split screen mode
- » swap between and exchange documents in split screen mode
- » link documents
- » copy blocks between documents in full and split screen modes

8. Laying Out a Document

One of the most useful features of a word processor is the ease with which the appearance of a document can be changed. In this chapter we shall look at ways to do this.

PC *If your computer is capable of using Graphics modes, it may be beneficial to switch into graphics mode using the* ***Graphics/Text screen switch*** *option in the* ***Option*** *menu in order to see the differences between Graphics and Text mode displays. More effects are visible on screen when graphics mode is used.*

The appearance of a document is controlled by a number of factors. Items like the size of side margins, line spacing, etc. all determine the overall appearance of the text. Protext is configured with default settings suitable for many purposes, but these default settings are re-configurable using the CONFIG program (See main manual). These may also be varied during the course of creating a document by changing certain settings, inserting extra ruler lines and printer control codes.



```
 PROTEXT  Document  TUT500        91K   RJ  WW  AutFm          SCR  f3 for Menu
 Page 30  Line 25   Col 1     Insert    Mks                            14:42:52
L---!------------!-------------------------------!---------------------------R
>---!------------!-------------------------------!---------------------------R
    >------------!-------------------------------!--------------R
                 Left aligned text               Another
                 with normal                     left-aligned
                 tab marker                      column

>---!-----------------------------.------------------------.--------------------
    >-----------------------------.------------------------.-------R
                              1000.00                    24.50
                               500.75                    32.25
                                34                      115.57
                               100                       24.7
                   The decimal tab                More than
                 also functions as              one tab may
                           a right               be used in
      aligning tab marker for text          each ruler line

>---!--------------C----------------------------------C-----------------------R
    >--------------C----------------------------------C----------R
          This is an example                   another example
                of the                           of a centre
        effects of a centre tab                      tab█
```

We shall start by looking at Ruler lines. These determine where the left and right margins will be and can also contain tab markers. Protext has three types of tab markers - Normal, Decimal and Centre - indicated by !, . and C symbols in the ruler line. You may have as many ruler lines as you want in a document and Protext stores these in the text. When the document is printed, the ruler line is recognised and the text printed according to the settings of the ruler, without the ruler line being printed.

Tabs are useful for a number of purposes, particularly for ensuring that columns of figures or text are aligned neatly and the different types of tab marker have different effects.

The normal tab marker (!) has the effect of aligning all text with its left edge aligned. The decimal tab marker (.) aligns numbers so that the decimal points all line up, or, if no decimal point, the number lines up with other numbers before the decimal point. The decimal tab marker may also be used for right aligning text. The centre tab marker (C) causes text to be positioned equally either side of the marker. As many of these markers may be used in a line as you want and the different types may be mixed.

Examples of the effects of the different tab markers:

```
>------------!--------------------------------!--------------R
             Left aligned text                Another
             with normal                      left-aligned
             tab marker                       column

>-----------------------------.-------------------------.-------R
                          1000.00                     24.50
                           500.75                     32.25
                            34                       115.57
                           100                        24.7
               The decimal tab                 More than
             also functions as               one tab may
                       a right                be used in
  aligning tab marker for text           each ruler line

>--------------C-----------------------------------C----------R
       This is an example                   another example
            of the                            of a centre
    effects of a centre tab                       tab
```

The active ruler is always 'The most recent ruler earlier in the document than the cursor', or, if there is no earlier ruler, the default ruler set with CONFIG (See "Configuration" in the main manual) and is displayed beneath the status lines when in Document mode. If you scroll up and down through a document containing a number of rulers you will see that the displayed ruler line beneath the status lines always changes to reflect the currently active ruler.

The **L** and **R** characters at either end of the ruler line indicate the left and right margins. Unless you specifically want an indented section of text it is normal to have the left margin in column 1 and use the **Side Margin** configuration setting to provide the offset required to centre the text on the paper.

Note: If the left margin is in column 1, the **L** character is not displayed in the ruler line in the text, although it is shown in the displayed ruler line beneath the status lines.

Tabs may be inserted into the current ruler line by double clicking either on the current ruler line displayed beneath the status lines, or by doing the same directly on any ruler line in the document. Position the pointer on the ruler line beneath the status lines and double click the left mouse button. A normal tab marker will appear. With the pointer still in the same place, double click again and the tab marker will change to a decimal tab marker. Repeat the process and it will change to a centre tab marker. Double click once more and the marker will be removed from the ruler.

Note that even though you were working on the ruler line display beneath the status lines, the changes are also made to the currently active ruler in the document (The most recent ruler line earlier in the document). If there wasn't a ruler, one will be inserted at the cursor position.

The left and right margins may also be altered by dragging them to the required positions on the displayed ruler line. Note that this is not possible on the ruler line in the document, but ruler lines can be changed by editing them as normal text anyway.

Try modifying the ruler line by moving the left and right margins, then typing in a few lines of text. The new text will be limited to the new margins. Experiment with the different types of tab markers and entering text and columns of figures.

On some occasions you will want to vary the width of the text in certain parts of a document. Protext allows you to do so by inserting a new ruler into the document wherever you want. The simplest way to do this is to select **Default ruler** in the **Sundry** menu, which inserts a copy of the default ruler into the document on the line above the cursor. This may then be changed as described above. Try this now and type in some more text to see the change.

One of the most common occurrences is to want to return to the previous ruler setting after using a special ruler and Protext has a command **Copy previous ruler** which copies the ruler before the current ruler to the current cursor line. Select this option now and type some more text. The original settings are now active once more.

A common requirement is to indent the left margin. This is so often needed that Protext has a command to do this without the need to change the ruler. Position the cursor at the start of a line and select **Indent paragraph** in the **Sundry** menu. The cursor will immediately be moved across to the first tab marker in the current ruler. If you then type in some text you will find that when the end of the line is reached the cursor will wrap round to the indented position instead of the start of the line. The **Indent paragraph** feature only remains active for the current paragraph. If you want to indent more than one paragraph you should re-issue the command, or use a suitable ruler line instead.

One thing you will notice whilst experimenting with rulers is that certain things, such as moving a tab marker to a different column, have an immediate effect, whilst others appear to change nothing. An example of the latter is when you move the left and right margins.

By default, Protext has the **Auto Reformat** option selected in the **Option** menu, but it is important to understand the way that auto reformatting works. Protext reformats the paragraph when you perform some action which causes the cursor to move. This is preferable to reformatting as each character is typed which would cause the words to keep shuffling around as you edit to maintain the formatting.

If you move through an existing document, having changed the ruler widths, no changes will be made to the format unless you edit the paragraphs, in which case they will be reformatted to the new margins, or specifically make use of the various reformatting commands.

A document, or part of it, may be re-formatted, when required, using either the **Format text** option in the **Text** menu, **Format block** in the **Block** menu, or either the **Format paragraph** or **Format to end of para** options in the **Sundry** menu. All of these perform the same task, but on different parts of the document. The complete text within the relevant areas is reformatted, so that it appears with all the currently set effects and margins.

Apart from the layout determined by rulers and margins, one other option has a very noticeable effect on how a document looks. This is the type of justification used. Protext arranges text with the right margin aligned (justified) as well as the left margin, by default. When the document is printed, this is achieved by a variety of means, depending on the capabilities of the printer being used. This may be changed, using the **Right Justify** option in the **Option** menu. If you select this now you will find a tick on the left toggled on and off to indicate whether it is turned on or off.

When you toggle right justification off, there is no immediately obvious difference to existing text, but if you type in some new text you will find that it appears with a ragged right margin. Alternatively, the text may be reformatted with the various re-format options described above.

The **Sundry** menu contains a number of options which are relevant to the way that the text is formatted and these are commands to insert **Non-break spaces**, **Non-break hyphens** and **Soft hyphens** into the text. Non-break hyphens and spaces are printed as normal hyphens and spaces, but have the effect of linking the words either side of them so that they are considered to be one word when Protext formats the text. There are many occasions when splitting words would look wrong, such as having 'Mr' at the end of one line and 'Brown' at the start of the next line. By using a non-break space, the two words will always remain linked together. The same applies to hyphens.

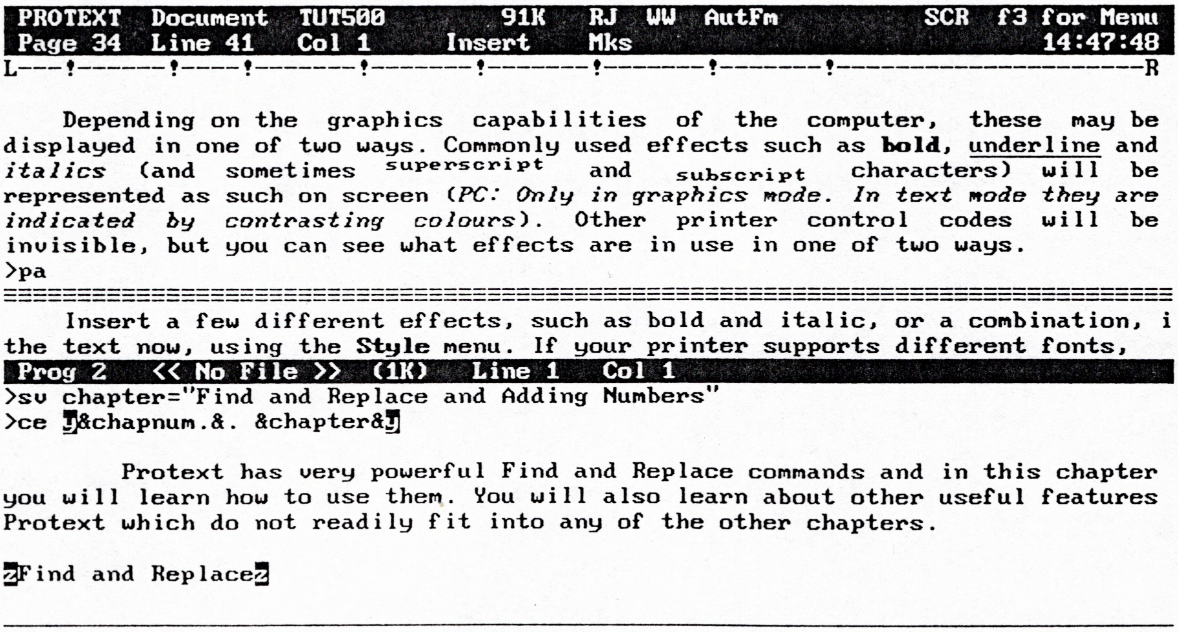
Soft hyphens, on the other hand are different. They may be inserted into the middle of long words, but will be ignored when printing unless the word happens to be at the end of a line and would more suitably break at the soft hyphen, in which case the hyphen is printed and the remainder of the word printed on the next line.

Most printers support at least some special printing effects, such as underlined, bold (also called emphasised) and italic characters and many support different character sets and proportional printing. Protext can make use of these features if they are available and the correct printer driver is being used (See "Configuration" and "Printing" in the main manual).

The **Style** menu contains options for the effects supported by each printer driver and the contents of this menu vary according to the printer driver being used. The effects of the various options are inserted into the text as **Printer Control Codes**.

Printer control codes are special characters inserted into the text so that Protext knows which sequence of codes to send to the printer to turn the effect on and off during the course of printing. Printer control codes may be inserted into the text at any time.

It is important to understand the way that printer control codes work, as they are used in two different ways. Effects like underline and bold are turned on and off as required and may be nested so that you can have more than one effect in use at a time. On the other hand, different fonts are generally only used one at a time, so turning one on automatically de-selects the previous one, making it unnecessary to turn one off before turning the next on.



```
 PROTEXT  Document  TUT500        91K   RJ  WW  AutFm              SCR  f3 for Menu
 Page 34  Line 41   Col 1      Insert   Mks                               14:47:48
L---!-------!-----!--------!--------!--------!--------!--------!-----------------------R

     Depending on the graphics capabilities of the computer, these may be
displayed in one of two ways. Commonly used effects such as bold, underline and
italics (and sometimes superscript and subscript characters) will be
represented as such on screen (PC: Only in graphics mode. In text mode they are
indicated by contrasting colours). Other printer control codes will be
invisible, but you can see what effects are in use in one of two ways.
>pa
===============================================================================
     Insert a few different effects, such as bold and italic, or a combination, i
the text now, using the Style menu. If your printer supports different fonts,
 Prog 2   << No File >>  (1K)   Line 1   Col 1
>sv chapter="Find and Replace and Adding Numbers"
>ce J&chapnum.&. &chapter&J

         Protext has very powerful Find and Replace commands and in this chapter
you will learn how to use them. You will also learn about other useful features
Protext which do not readily fit into any of the other chapters.

zFind and Replacez
```

Depending on the graphics capabilities of the computer, these may be displayed in one of two ways. Commonly used effects such as **bold**, underline and *italics* (and sometimes superscript and subscript characters) will be represented as such on screen (*PC: Only in graphics mode. In text mode they are indicated by contrasting colours*). Other printer control codes will be invisible, but you can see what effects are in use in one of two ways.

Insert a few different effects, such as bold and italic, or a combination, into the text now, using the **Style** menu. If your printer supports different fonts, change the font using the the options in the upper part of the **Style** menu. Sometimes you will find that the changes are represented graphically, but others, because they cannot be reproduced on screen are displayed as an inverse lower case character in the text. If you find these inverse characters distracting, they may be hidden from view by pressing the **F4** key. You can always see which effects are currently active by pulling down the **Style** menu. Those effects which are currently active are indicated by tick symbols to the left of the style.

When you enter control codes, those that can be displayed graphically are so displayed and those that cannot are represented by inverse colour characters. Pressing **F4** makes the inverse codes invisible. Pressing **F4** again makes all control codes visible, whilst pressing it a third time re-establishes the graphical representation.

The **F4** key is extremely important when re-editing existing text, particularly if you want to add a character immediately after a change of effect as Protext has no way of knowing whether you want the character in the previous or following effect. By pressing **F4** to make codes visible you can insert the character whichever side of the code you want, then press **F4** again to hide the codes.

Printer control codes may be removed in one of two ways. If they are visible they may just be deleted as you would normal text. If they are hidden and displayed graphically, they may be deleted by positioning the cursor at the start or end of the effect, as appropriate, and selecting the relevant option in the **Style** menu.

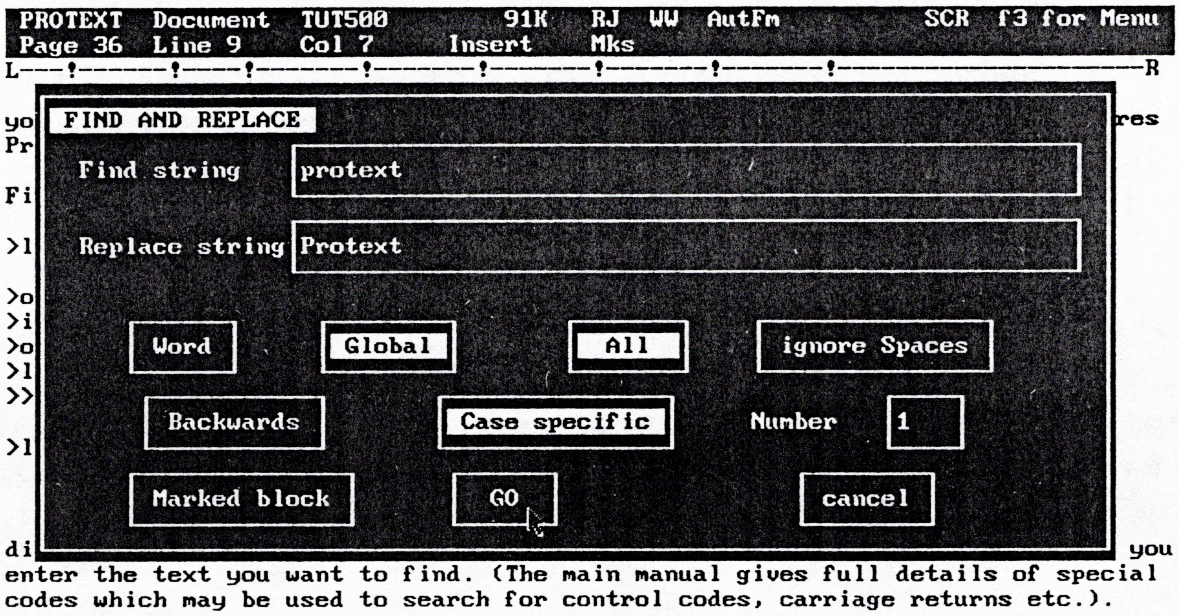
In this chapter you have learned how to:-

» use normal, decimal and centre tabs
» set different left and/or right margins
» use the paragraph indent feature
» re-format the text
» insert, delete and view printer control codes to change styles etc.
» use soft and non-break hyphens and non-break spaces

9. Find and Replace and Adding Numbers

Protext has very powerful **Find and Replace** commands and in this chapter you will learn how to use them. You will also learn about other useful features of Protext which do not readily fit into any of the other chapters.

Find and Replace



```
PROTEXT  Document  TUT500          91K   RJ  WW  AutFm           SCR  f3 for Menu
Page 36  Line 9    Col 7       Insert    Mks
L---!------!-----!-------!-------!-------!-------!-------!-------------------R
```

Find string: protext

Replace string: Protext

Number: 1

```
di                                                                       you
enter the text you want to find. (The main manual gives full details of special
codes which may be used to search for control codes, carriage returns etc.).
```

Select the **Find text ...** option in the **Text** menu. The **Find and Replace** dialogue box will appear with the cursor in the **Find string** box, waiting for you to enter the text you want to find. (The main manual gives full details of special codes which may be used to search for control codes, carriage returns etc.).

The lower half of the dialogue box contains a number of boxes which may be selected to specify the way in which the search will operate. **Global** causes the search to take place from one end of the document to the other. If global is not selected, the search starts from the current cursor position. **Backwards** makes the search work from the end (if Global is also selected) or the current cursor position towards the start of the document. **All** finds all occurrences automatically and displays the number of occurrences found. This is of more use in **Replace** than **Find**.

If **Case specific** is selected, Protext will find only those occurrences where the case of the **Find string** matches exactly the case in the text. If this is not selected, Protext will find all occurrences of the string, ignoring the case of characters. For example, 'the' will find 'the' 'The' and 'THE'. If **Word** is selected, only complete words in the text that match will be found, otherwise all matches will be found even if the find string is found in the middle of a word in the text. 'the' will be found in 'them', 'there' etc. unless **Word** is selected.

The **ignore Spaces** box is particularly useful for programmers as it will find matching text even if the text contains more spaces than the find string. A find string of 'int myvar' will then match 'int   myvar', for example.

The final box, **Number** is a text box requiring you to enter a number. The number is the 'nth' occurrence. Specifying **2** would result in Protext finding every second occurrence of the find string.

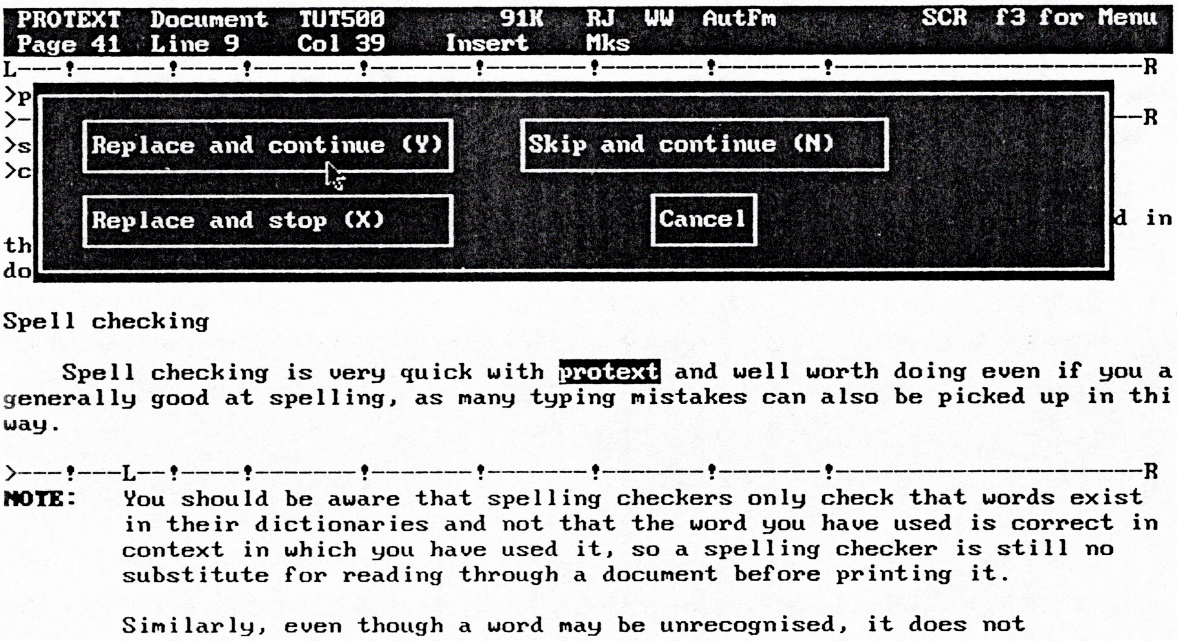
Make sure you have a document loaded and that it contains a number of occurrences of the word 'the', in both lower case and upper case, with an upper case first character and as part of other words, such as 'then' 'other' etc., then select the **Find text ...** option in the **Text** menu. Specify **the** as the string to find and click on the **Global** and **All** boxes, then select the **Go** box. The dialogue box will disappear and be replaced by a message telling you how many were found.

Select **Find text ...** again and you will find all the previous settings are still retained. This time, click on the **Word** box as well and repeat the process. You should find a smaller number of matches this time, as only those where 'the' is a complete word will be found.

Select the find option once again and this time toggle the **All** option off by clicking on its box. Select **Go** once more and this time the dialogue box will disappear and the document will be re-displayed with the cursor on the first match. Select **Next find** from the **Text** menu this time and the process will repeat, with the cursor on the next occurrence. If you select **Previous find** from the menu, the search will resume in the reverse direction.

Two special find options are also provided, **Find word at cursor and Find word backwards**. These do not require you to fill in the find dialogue box, but search for the next occurrence of the word under the cursor.

The **Replace text ...** option is similar in use to the **Find text ...** option, the only difference being that there is a **Replace string** box beneath the **Find string** box. Select the **Replace text ...** option now. As you have already been searching for a word, it will still be present in the **find string** box. If you want to replace it with a different word, press the **ESC** key to clear the existing entry, but in this case just move down to the **replace string** either by pressing **RETURN** or clicking on the box and type in **NEW WORD**. Make sure that **Global** and **Word** are selected, but no other options, then select **Go**.



```
PROTEXT  Document  TUT500        91K   RJ  WW  AutFm            SCR  f3 for Menu
Page 41  Line 9    Col 39     Insert   Mks
L---!-------!-----!--------!--------!--------!--------!--------!---------------------R
>p
>-                                                                                 --R
>s
>c
                                                                                 d in
th
do

Spell checking

    Spell checking is very quick with protext and well worth doing even if you a
generally good at spelling, as many typing mistakes can also be picked up in thi
way.

>---!---L--!-----!--------!--------!--------!--------!--------!---------------------R
NOTE:    You should be aware that spelling checkers only check that words exist
         in their dictionaries and not that the word you have used is correct in
         context in which you have used it, so a spelling checker is still no
         substitute for reading through a document before printing it.

         Similarly, even though a word may be unrecognised, it does not
```

The cursor will be positioned on the first occurrence of the word 'the' and another dialogue box will appear. This dialogue box offers four options, all of which are fairly obvious. If you select the **Replace and continue** box, the word will be replaced, whereas **Skip and continue** will not change the word. In both cases, once selected, the next matching word will be found and the dialogue will reappear. Try this a number of times, then select the **Replace and stop** option. This will replace the currently highlighted word then return to normal editing. If you didn't want to change the last word, **Cancel** would have just returned to normal editing.

Select the **Replace text ...** option from the **Text** menu once more and this time de-select the **Global** option and select the **All** option, then **Go**. This time, a message will appear telling you how many occurrences were changed. When you click on **Continue** you will return to edit mode and all occurrences of 'the' will have been replaced since the position where you started the last replace.

Experiment with the different options a bit. Try replacing 'NEW WORD' with 'the' from the end to the beginning, for example.

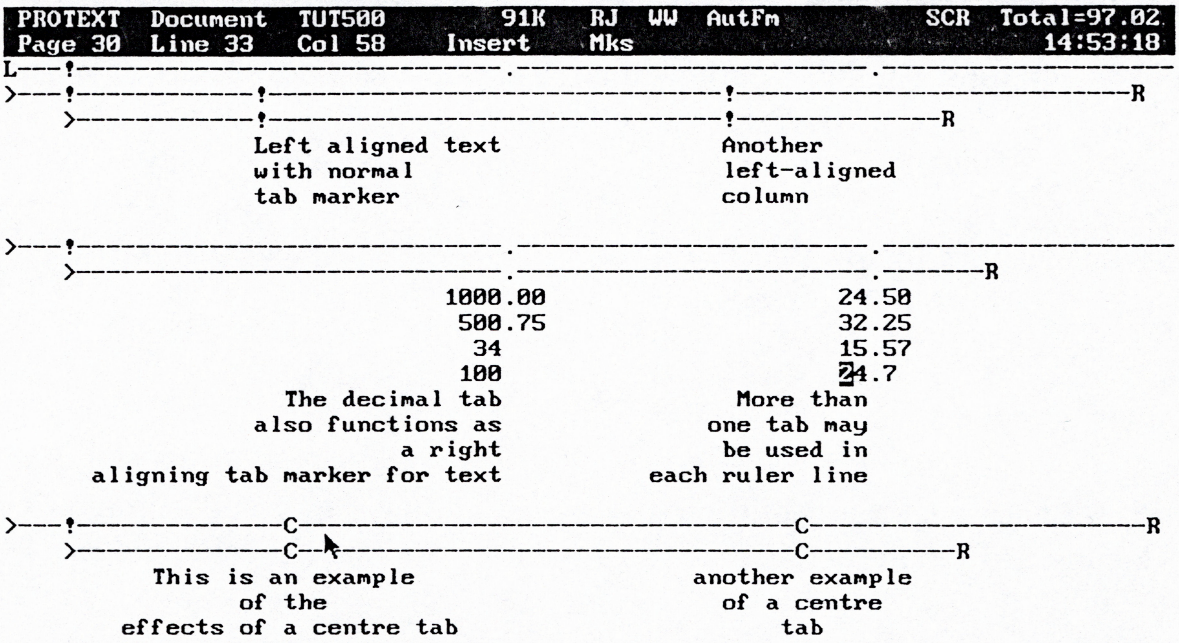
Addition Mode

Protext has a special **Addition mode** which allows you to add up numbers in the document by pointing at them and then to, optionally, insert the result into the document.

Make sure there are some figures in the current text file. If there aren't, enter a few now. Either whole numbers or numbers with decimal fractions may be added. They do not need to be in columns. Select **Addition mode** in the **Text** menu.

Select **Addition mode** in the **Text** menu. The message **Total=0** will be displayed at the right hand end of the top status line. Move the mouse pointer over a number and click on it, then move to another number and click on that. You will see that the **Total=** figure changes with each number you click on.

When you have clicked on all the numbers, position the cursor where you want the total to be inserted, select the **Insert result** option and the total will be inserted into the text at the cursor location. You will also notice that the **Total=** message on the status line has disappeared. If you did not want the total to appear at the cursor position you could have selected the **End addition** option instead. You could then move the cursor and use **Insert result** to insert the total at any other point in the document.



```
 PROTEXT  Document  TUT500        91K   RJ  WW  AutFm          SCR  Total=97.02
 Page 30  Line 33   Col 58     Insert   Mks                            14:53:18
L---!-----------------------------.------------------------.--------------------
>---!------------!-------------------------------!---------------------------R
    >------------!-------------------------------!--------------R
                 Left aligned text               Another
                 with normal                     left-aligned
                 tab marker                      column

>---!-----------------------------.------------------------.--------------------
    >-----------------------------.------------------------.-------R
                              1000.00                    24.50
                               500.75                    32.25
                                34                       15.57
                               100                       24.7
                   The decimal tab                More than
                 also functions as              one tab may
                           a right               be used in
      aligning tab marker for text          each ruler line

>---!--------------C----------------------------------C-----------------------R
    >--------------C----------------------------------C----------R
          This is an example                   another example
                of the                           of a centre
        effects of a centre tab                      tab
```

The method of pointing and clicking on figures is ideal if they are not in rows or columns, but when they are, there is an alternative method which is quicker. Position the cursor on the first number in the column or row you want to add, then select the **Addition mode** option and move the cursor down the column, or across the row of figures using the cursor keys. As the cursor passes over each figure, it is added to the total.

If you want to add several columns or rows, when you get to the end of one row, move the cursor to the next row (without passing over any numbers) and continue cursoring down the next row. When complete, position the cursor where you want the result and insert it with the **Insert result** option, as before.

A similar, but unrelated, feature to addition is the ability to evaluate complex arithmetic expressions and to insert the result into the document at the current cursor position. This may be used from the **Calculate expression** option in the **Sundry** menu. The main manual gives full details.

In this chapter you have learned how to:-

- » find and replace text
- » add columns and rows of figures and randomly positioned numbers
- » calculate expressions

10. Spell Checking and Printing

One of the last tasks before printing a document is to spell check it and in this chapter you will learn how to use the spelling checker and how to print documents.

Spell checking

Spell checking is very quick with Protext and well worth doing even if you are generally good at spelling, as many typing mistakes can also be picked up in this way.

NOTE: You should be aware that spelling checkers only check that words exist in their dictionaries and not that the word you have used is correct in the context in which you have used it, so a spelling checker is still no substitute for reading through a document before printing it.

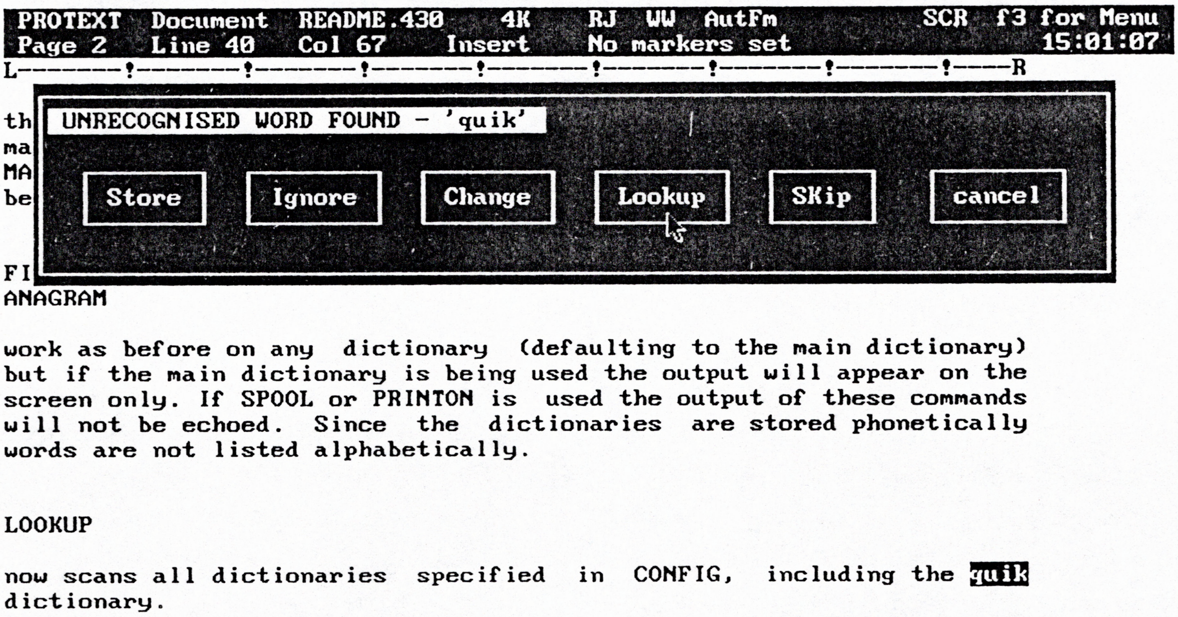
Similarly, even though a word may be unrecognised, it does not necessarily mean the word does not exist, merely that it does not know of the word at that time. New words may be added to dictionaries as required.

Once the document is ready for printing, it should be spell checked. Protext provides a number of ways to spell check, including checking whilst text is being typed in.

Checking whilst typing is most convenient when used with a hard disc, or when the dictionaries are loaded into a ram disc so that they may be accessed almost instantly. This option may be toggled on and off using the **Typing check** option in the **Option** menu, whenever you want. If this option is turned on, every time you type an unrecognised word Protext beeps (or flashes the screen on some computers) to indicate the fact, allowing you to backspace and correct the word.

The other spelling checker options are accessed through the **Spell** menu which also has options to carry out maintenance on dictionaries and to use special commands to search for words in dictionaries, find anagrams etc.

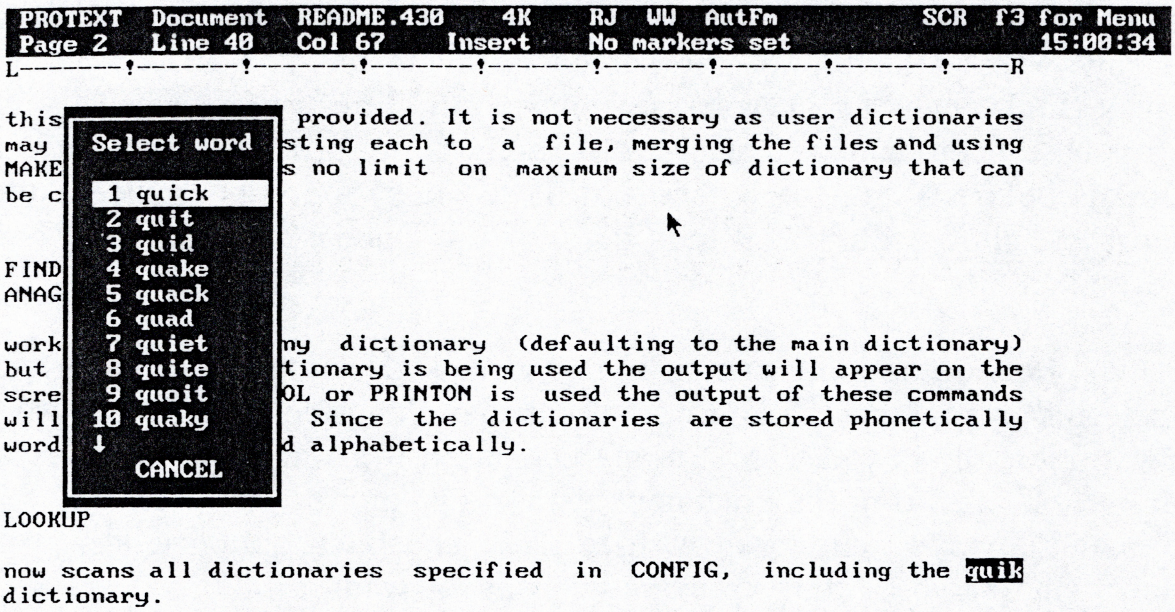
Apart from checking whilst typing, Protext provides four other ways to check spelling. Individual words may be checked by positioning the cursor on a word (or immediately after the word) and selecting the **Single word** option. If the word is recognised, a message saying so is briefly displayed, otherwise a dialogue box appears. Type in 'teh' now, position the cursor over it and select the **Single word** option.



```
PROTEXT  Document  README.430    4K    RJ  WW  AutFm             SCR  f3 for Menu
Page 2   Line 40   Col 67    Insert    No markers set                   15:01:07
L--------!--------!--------!--------!--------!--------!--------!--------!----R

th  UNRECOGNISED WORD FOUND - 'quik'
ma
MA
be

FI
ANAGRAM

work as before on any  dictionary  (defaulting to the main dictionary)
but if the main dictionary is being used the output will appear on the
screen only. If SPOOL or PRINTON is  used the output of these commands
will not be echoed.  Since  the  dictionaries  are stored phonetically
words are not listed alphabetically.


LOOKUP

now scans all dictionaries  specified  in  CONFIG,  including the quik
dictionary.
```

The dialogue box which appears when a word is not recognised contains a number of boxes which may be clicked on, or selected by pressing the highlighted letter in the box (shown as underlined instead of highlighted on some computers). The **Store** box stores the word in the dictionary so that it will always be recognised at any time in the future. The **Ignore** box causes the word to be ignored for the remainder of the time that document is being edited. The **Skip** box ignores that word for the current time only. **Change** returns you to edit mode to make whatever change is necessary to correct the spelling. If you don't know what the correct spelling is, Protext may be able to help you by displaying one or more words which it thinks you intended to use. This is done by selecting the **Lookup** option.

Select the **Lookup** option and almost instantly a window will appear containing a list of words. Select the word you want by double clicking on it and it will replace the misspelled word in the text. If there are more words than will fit into the window, arrows at top and/or bottom may be clicked on to allow you to see earlier or later suggestions. The word **CANCEL** lets you return to editing without selecting an alternative word.



```
 PROTEXT  Document  README.430    4K     RJ  WW  AutFm             SCR  f3 for Menu
 Page 2   Line 40   Col 67     Insert    No markers set                    15:00:34
L-------!--------!--------!--------!--------!--------!--------!--------!----R

this                provided. It is not necessary as user dictionaries
may   Select word  sting each to  a  file, merging the files and using
MAKE               s no limit  on  maximum size of dictionary that can
be c    1 quick
        2 quit
        3 quid
FIND    4 quake
ANAG    5 quack
        6 quad
work    7 quiet    ny  dictionary  (defaulting to the main dictionary)
but     8 quite    tionary is being used the output will appear on the
scre    9 quoit    OL or PRINTON is  used the output of these commands
will   10 quaky      Since  the  dictionaries  are stored phonetically
word    ↓          d alphabetically.
          CANCEL

LOOKUP

now scans all dictionaries  specified  in  CONFIG,  including the quik
dictionary.
```

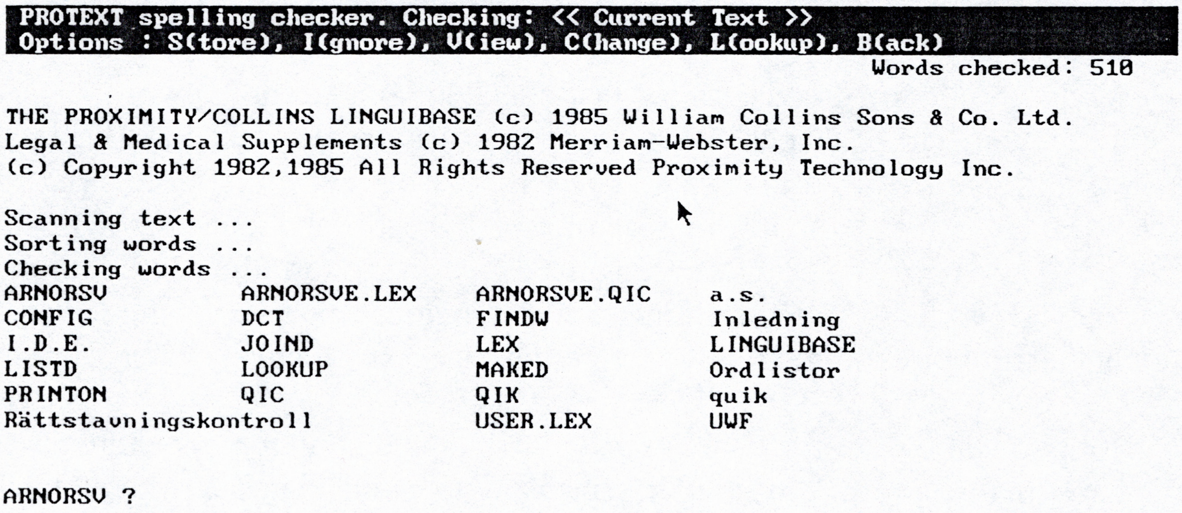
Whilst **Single word** is useful for just checking an occasional word, it would be tedious if you had to check every word this way, so Protext has the facility to check the document in other ways. The **Check from cursor** option is particularly useful for checking a section of text of text from the current cursor position to the end of the text. When an unrecognised word is found, the same dialogue box is displayed as described for **Single word**. Once the correction has been made, the check can be recommenced by selecting **Select from cursor** once more.

Both the above options are particularly convenient for checking text when you have made alterations, but if you want to spell check a whole document, Protext has a quicker method. Select the **Check whole text** option now.

If the document which is currently loaded is too large to allow checking it in memory you will receive a warning to that effect and the suggestion to check it from disc, otherwise Protext will start to check the document being edited. It does this by sorting words into order before commencing checking. Whilst this takes a few seconds to do, it enable the checking process to be much faster so that the overall result is a faster check. It also functions slightly differently.

Once the spell check starts, the screen clears and is replaced by a new display. Across the top of the screen is the menu of available options and beneath it is the area in which unknown words are listed. Once all unknown words have been displayed, each word is offered in turn. The **Store** option is the same as before, as also is **Ignore**, but the **Change** option is slightly different in that it just allows you to edit the offered word. Once completed, the word is re-checked and the next word offered.

The **Lookup** option is similar to that already described, but the correct word is selected by pressing the appropriate number alongside each offered word. The **View** option allows you to see the unrecognised word in context by displaying a number of lines from the document, with the unknown word highlighted so that you can see what action you wish to take. The **Back** option is also extra and allows you to go back to the previous word if you want.



```
 PROTEXT spelling checker. Checking: << Current Text >>
 Options : S(tore), I(gnore), V(iew), C(hange), L(ookup), B(ack)
                                                      Words checked: 510

THE PROXIMITY/COLLINS LINGUIBASE (c) 1985 William Collins Sons & Co. Ltd.
Legal & Medical Supplements (c) 1982 Merriam-Webster, Inc.
(c) Copyright 1982,1985 All Rights Reserved Proximity Technology Inc.

Scanning text ...
Sorting words ...
Checking words ...
ARNORSV             ARNORSVE.LEX        ARNORSVE.QIC        a.s.
CONFIG              DCT                 FINDW               Inledning
I.D.E.              JOIND               LEX                 LINGUIBASE
LISTD               LOOKUP              MAKED               Ordlistor
PRINTON             QIC                 QIK                 quik
Rättstavningskontroll                   USER.LEX            UWF


ARNORSV ?
```

The **Check current block** option performs the same type of spell check, but only on a marked block of text.

As already mentioned, this method of spell checking is the fastest, but if there is insufficient free memory Protext will be unable to check in this way. The solution is to save the document and then select the **Check a file** option. You are then presented with the file selector to select the file you want to check. The checking process functions in the same way as just described, but with large files the document may be checked in several sections, requiring you to correct any unrecognised words before continuing with the next section of the file. If there is still insufficient memory the **Check from cursor** option should be used as described above.

On completion, you are informed if any of the changes you have made affect the formatting of the text and are asked whether you wish to re-load the document. If you wish to continue editing the document, you should elect to re-load it at this point.

Experiment with the different spell checking options now.

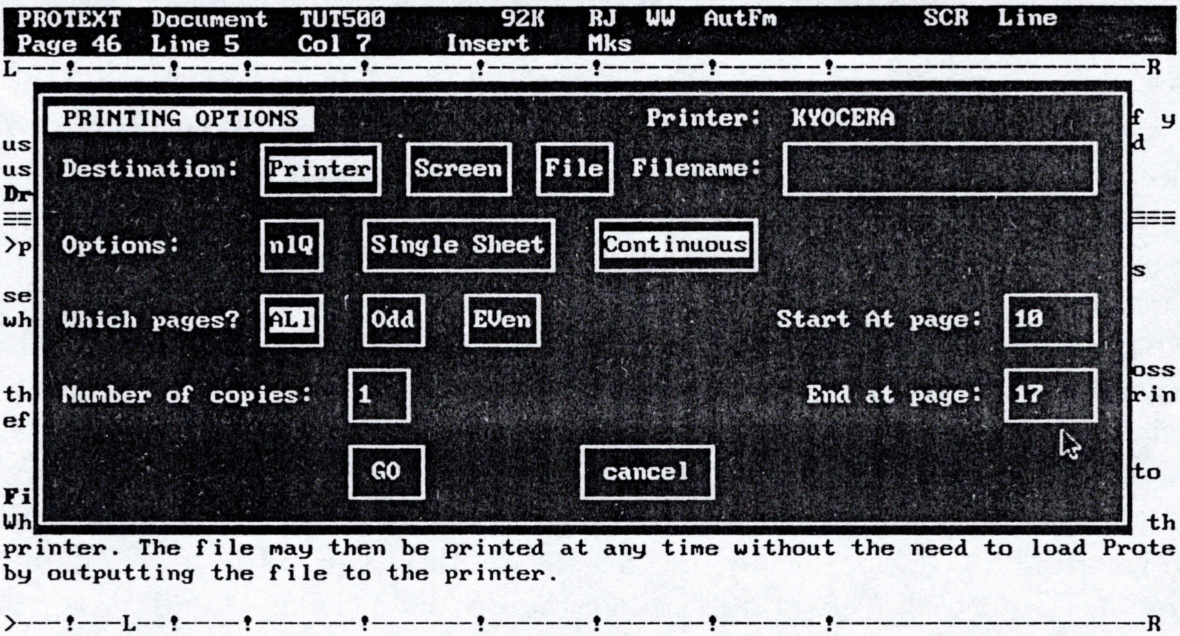
In addition to the checking options described here, a number of other options are available in the **Spell** menu. These are mostly concerned with the maintenance of dictionaries and viewing of their contents and their uses are fully described in the main manual.

Printing

Once you have spell checked your document, it is time to print it. Before going any further, make sure that you have your printer switched on and on line. Select the **Print text ...** option in the **Print** menu and the printing dialogue box will be displayed.

The printing options available in the dialogue box may seem quite complex initially, as there are many boxes, but in many cases the default settings are all right. If you have already printed something, the previous settings are retained and become new defaults.

The current printer driver is displayed at the top of the dialogue box. If you use more than one printer and see that the wrong driver is selected you should use the **cancel** box and load the correct printer driver with the **Load Printer Driver** option in the **Print** menu.



```
 PROTEXT  Document  TUT500       92K   RJ  WW  AutFm          SCR  Line
 Page 46  Line 5    Col 7     Insert   Mks
L---!------!----!-------!-------!-------!-------!-------!-------------------R

   PRINTING OPTIONS                       Printer:  KYOCERA              f y
us                                                                       d
us Destination: [Printer] [Screen] [File] Filename: [              ]
Dr
==                                                                       ===
>p Options:     [nlQ]  [SIngle Sheet]  [Continuous]
                                                                         s
se
wh Which pages? [ALl]  [Odd]  [EVen]             Start At page: [10 ]

                                                                         oss
th Number of copies: [1]                           End at page: [17 ]    rin
ef

                    [GO]          [cancel]                               to
Fi
Wh                                                                       th
printer. The file may then be printed at any time without the need to load Prote
by outputting the file to the printer.

>---!---L--!----!-------!-------!-------!-------!-------!-------------------R
```

There are three **Destination:** boxes and these determine where the output is sent. Each of the boxes is exclusive, so clicking on one box will deselect whichever was previously selected. The **Printer** box is highlighted by default.

Selecting **Screen** will select output to be sent to the screen. As far as possible the document will be displayed as it will appear on paper, although not all printer effects can be displayed on screen.

If the **File** option is selected the cursor will automatically move across to the **Filename:** box for you to enter the name which you want to use to save it by. When this option is selected everything is sent to the file as it would be to the printer. The file may then be printed at any time without the need to load Protext by outputting the file to the printer.

NOTE: Printing to file does NOT produce plain ASCII text files. If you wish to create a plain ASCII file, use the **ASCII save** option in the **File** menu.

The second line of boxes covers **Options:**. Either **Single Sheet** or **Continuous** will be highlighted and, again, these are mutually exclusive. Selecting one will turn off the other. The third box, **NLQ** may be used with dot matrix printers to set them into 'Near Letter Quality' mode and is also used with some laser printer drivers to select a different paper tray.

The third line, **Which pages?** also contains three exclusive boxes, with **All** being the default. **Odd** and **Even** refer to whether the pages to be printed will be (or would be, if page numbers are not being printed on pages) even or odd numbered. This is useful when you want to print on both sides of paper as you can select **Odd** and print the document. Only odd numbered pages will be printed. Replace the paper the other way up, select **Even** and print the document again, to print the even numbered pages on the reverse of the paper.

The fourth line, **Number of copies** is self-explanatory, but is useful in that you only need to use the print command once and can get on with something else (Assuming background printing is selected. This may be toggled on in the **Option** menu.) whilst several copies are printed.

In the lower right corner of the dialogue box are two boxes, **Start at page:** and **End at page:**. These are used if you want to print only a number of pages, but default to page 1 to last.

When you have chosen the various settings you want to use, all you need to do is click on the **Go** box.

Parts of a document can also be printed by marking the block you want to print, then selecting the **Print block ...** option in the **Print** menu. The print dialogue box settings should then be set, as before.

As well as printing the current document, it is possible to print an existing document file without loading it into Protext. Select the **Print a file ...** option and the file selector will appear for you to select the file to print. Once selected the print dialogue box will appear, as usual.

Background printing allows you to get on with further editing, whilst the document is being printed, after a brief delay whilst Protext fills its printer buffer. This can save a lot of time when long documents are being printed.

The **Print** menu has an **Abandon printing** option which may be used irrespective of whether background printing is being used, but it also has two further options, **Pause printing** and **Resume printing** which are only available if the printer buffer is in use and contains text to be printed. These are useful when you want to pause printing, perhaps to take a telephone call, and continue afterwards.

NOTE: You should not exit Protext whilst background printing is in operation is in operation. If you do, background printing will cease.

The best way to understand the different printing methods is to load a suitable document and experiment with the different settings. If you don't want to waste paper, select the **Screen** option.

In this chapter you have learned how to:-

- » spell check words, sections of text and complete documents in memory
- » spell check documents on file
- » print documents and part documents in a variety of ways
- » print documents from disc
- » use the background printing facility

Prologue

We hope that this tutorial guide has been a useful introduction to using Protext. Please send us any comments or suggestions for improvements. The full manual covers every aspect of Protext in more detail including those features not covered here. The comprehensive index and summary appendices make it ideal for use as a reference manual.